

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 26, 17th January 1910.

Lawrence Asylum, Ootacamund.

Recording papers connected with the proposal of the Committee of the — to pay Captain Holton, the Manager of the Asylum, a salary of Rs. 150 per mensem.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1910.

Enclosures

Spare copies

G.O., No. 26, 17th January 1910.

Lawrence Asylum, Ootacamund.

Recording papers connected with the proposal of the Committee of the — to pay Captain Holton, the Manager of the Asylum, a salary of Rs. 150 per mensem.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 387, Educational, dated 1st July 1909.

ABSTRACT.—Declining to sanction the proposal of the Committee of the Lawrence Asylum, Ootacamund, to pay Captain Holton, Manager of the Asylum, Rs. 150 per mensem.

II

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary, Ootacamund Lawrence Asylum, Lovedale.

To—the Director of Public Instruction, Madras.

Dated—the 2nd September 1909.

No.—1801.

I have the honour to forward herewith a letter of explanation by the Committee on the arrangement made by them in the office establishment and to request that you will be so kind as to forward it for favour of sanction by Government at your earliest convenience.

ENCLOSURE.

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary, Ootacamund Lawrence Asylum, Lovedale.

To—the Secretary to Government, Educational Department (through the Director of Public Instruction, Madras).

Dated—the 2nd September 1909.

No.—1801 C.

I am directed by the Committee of the Lawrence Asylum to acknowledge receipt of G.O., No. 387, Educational, dated the 1st July 1909.

2. No reason having been given for the refusal to sanction the proposal, it appears possible to the Committee that the matter may not have been as clearly laid before Government as it might have been, and they now propose to re-state the whole case with a view to its favourable reconsideration.

3. On the retirement of the late office manager, it became necessary to find some one to replace him; enquiries were made and out of the several candidates, the Committee decided that Captain Holton was the most desirable one to appoint. But Captain Holton, though in all other respects suitable, knew nothing of accounts, his appointment would therefore throw more work and responsibility on the accountant. The sanctioned pay, under the then existing orders, for the manager was Rs. 150 per mensem and it was ascertained that Captain Holton was quite willing to take this and pay the accountant Rs. 25 per mensem on his own account for the extra work he would expect from him. The Committee could therefore have recommended his appointment on Rs. 150 to which there could have been no objection.

4. But to get rid of the private arrangement between the manager and accountant, the Committee deemed it preferable to ask Government to sanction the reduction in the manager's pay to Rs. 125 and the increase to that of the accountant of Rs. 25. As this did not entail any extra expenditure on the Asylum Funds, a refusal of sanction was never anticipated.

5. The accountant has been told that this extra pay has been asked for and it is certain that if it is not granted he will throw up his appointment and leave the Asylum. He is an excellent man at his work and his services cannot be spared.

6. G.O., No. 195, dated 29th March 1909, fixes the manager's pay at Rs. 125—5—150 per mensem and by this the funds will benefit to a certain extent, but this benefit will only last until the manager has served the time entitling him to the full pay of Rs. 150. This benefit will not, in the opinion of the Committee, counterbalance the worry and confusion

that will ensue on the departure of the accountant and they think that the fact of his having been more or less promised an increase of pay should also be considered. This promise should perhaps not have been made at the time but the fact remains that it was, and the Committee had reason to believe that they would be able to fulfil it.

7. Under the above explanation, it is hoped that Government may be pleased to sanction the arrangement made by the Committee.

N. Ref. on Cur. No. 6099, dated 17th September 1909.

Submitted to Government.

A. G. BOURNE,
Director of Public Instruction.

III

Memorandum No. 1760-1, Educational, dated 8th October 1909.

The Government would be glad to hear from the Committee the reasons which led them to appoint as manager of the Asylum an officer who apparently admits that he cannot keep accounts. His Excellency the Governor in Council cannot but think that ability to keep accounts should have been one of the chief qualifications to be insisted upon in the manager of the Asylum.

(By Order.)

C. A. SOUTER,
Under Secretary to Government.

By the Principal of the Lawrence Asylum, Ootacamund.

IV

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary, Ootacamund Lawrence Asylum, Lovedale.

To—the Under Secretary to Government, Educational Department.

Dated—the Nilgiris, the 19th October 1909.

No.—2239.

I have the honour to acknowledge receipt of your Memorandum No. 1760-1, dated 8th October 1909, and, by direction of the Committee, to state that Captain Holton was appointed office manager because his testimonials showed him to be, on the whole, in the opinion of the Committee, the most suitable European candidate for the post.

2. Captain Holton states that he is prepared to perform all the duties previously undertaken by the former office manager Mr. Burrows.

V

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary, Ootacamund Lawrence Asylum, Lovedale.

To—the Under Secretary to Government, Educational Department.

Dated—the Nilgiris, the 19th October 1909.

I have the honour to forward the under-noted extract from the Proceedings of the Ootacamund Lawrence Asylum Committee at their meeting on the 15th instant.

ENCLOSURE.

Extract.

Laid on the table Memorandum from Under Secretary to Government, N. 1760-1, dated 8th October 1909, regarding appointment of Captain Holton as office manager.

Resolution No. XIV.—In the opinion of the Committee Captain Holton, from testimonials received, was the best of all the European candidates. It was thought that a European should be appointed.

VI

Memorandum No. 1946-1, Educational, dated 9th November 1909.

Government observe that the Principal and Secretary reports that Captain Holton states that he is prepared to perform all the duties previously undertaken by the former office manager. His Excellency the Governor in Council does not feel certain whether this implies that Captain Holton is able and ready to keep the accounts of the Asylum. The Government cannot think it wise to leave the accounts of the institution in charge of a clerk on Rs. 50 per mensem, and if the Committee do not consider that Captain Holton is capable of keeping the accounts of the Asylum, they consider that another manager should be appointed.

(By Order.)

C. A. SOUTER,
Under Secretary to Government.

To the Principal of the Lawrence Asylum, Ootacamund.

VII

Letter—from W. FRANCIS, Esq., I.C.S., Vice-Chairman, Ootacamund Lawrence Asylum.

To—the Secretary to Government, Educational Department (through the Director of Public Instruction).

Dated—Ootacamund, the 18th December 1909.

No.—3045.

In reply to Government Memorandum No. 1946-1, dated 9th November 1909, I have the honour to submit, for the information of Government, copy of a resolution passed at the meeting of the Lawrence Asylum Committee on the 10th instant.

Resolution No. VI.—“Proposed by General Penton that a further protest be made to Government against their interference in this matter. Seconded by Mr. Schmidt. Lost by three votes to two. General Penton resigned his seat on the Committee and left the meeting. Proposed by Mr. Francis and seconded by Major Babington that Government be informed that Captain Holton has been tried at the account work for the past month and has performed his duties to the satisfaction of the Finance Sub-Committee and the Principal and that the Committee resolve that in future he should be responsible for the proper keeping of the accounts.”

Mr. Schmidt, one of the Members of the Finance Sub-Committee, has since written to say, with reference to the mention of that Sub-Committee in the resolution, that at the time he passed the last month's accounts he was not aware that Captain Holton had had anything to do with them, but this does not seem to affect the main purport of the resolution.

2. It will be seen that under the resolution now adopted, Captain Holton will draw the pay of Rs. 125—5—150 sanctioned in G.O., No. 195, Educational, dated 29th March 1909, and be responsible for the proper keeping of the accounts and that the clerk will continue to draw the same pay as he has done lately, which will be in accordance with the wishes of Government.

N. Ref. on Cur. No. 6099, dated 5th January 1910.

Submitted to Government.

A. G. BOURNE,
Director of Public Instruction.

Order—No. 26, Educational, dated 17th January 1910.

Recorded.

(True Extract.)

L. M. WYNCH,
As. Secretary to Government.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 26, EDUCATIONAL, DATED
17TH JANUARY 1910.

[SUBJECT.—*Proposal of the Committee of the Lawrence Asylum, Ootacamund, to grant a personal allowance of Rs. 25 per mensem to the clerk employed at the Asylum.*]

Previous papers.

G.O., No.		283, Educational, dated 15th May 1897.			
" "	138	" "	19th March	1900.	
" "	498	" "	6th September	1901.	
" "	462	" "	6th July	1905.	
" Nos. 637, 638		" "	24th September	1907.	
" No. 52		" "	20th January	1908.	
" "	195	" "	29th March	1909.	
" "	387	" "	1st July	"	

The Committee of the Lawrence Asylum, Ootacamund, request a reconsideration of G.O., No. 387, Educational, dated 1st July 1909, in which the Government declined to accept the proposal of the Committee to pay Captain Holton, office manager of the Asylum, a salary of Rs. 150 per mensem.

2. Mr. Burrows, late office manager of the Lawrence Asylum, retired on the 1st March 1909, after a long service of 45 years at the Asylum. When he retired, Mr. Burrows was in receipt of a pay of Rs. 200 and a personal allowance of Rs. 25. On his retirement, the pay attached to the post of office manager was reduced to Rs. 150 in accordance with paragraph 4 (3) of G.O., No. 283, Educational, dated 15th May 1897.

3. When Mr. Burrows was about to retire, the Committee of the Lawrence Asylum represented that they could obtain a man who would be satisfactory as an office manager on Rs. 125 per mensem, and proposed that the new office manager be appointed on Rs. 125 per mensem and that the sum of Rs. 25 thus

saved be allowed to the clerk (pay Rs. 40—1—50) as a personal allowance, so long as he performed the duties of accountant. In explanation of their proposal the Committee stated that the present clerk

Paragraph 3 of the Principal's letter, dated 25th February 1909, on page 2 of G.O., No. 195, Educational, 29th March 1909.

Nageswara Aiyar, who was keeping the accounts of the Asylum, had every qualification to occupy the place of

manager except that he was not a European. They stated that they were averse from appointing any one but a European to the post and had resolved, in consideration of Nageswara Aiyar's claims, to give him a personal allowance of Rs. 25 per mensem as a special case, by reducing the manager's pay from Rs. 150 per mensem to Rs. 125 to enable them to do so. It was also urged that the office manager had always been considered to be responsible to the Principal for the accuracy of the accounts.

4. With regard to this proposal of the Committee, the Under Secretary, Mr. Souter, noted—

“The proposal seems to me quite wrong. The best man possible should be got as manager and there could never be any question of appointing a Hindu to the post, considering the nature of the institution. The clerk has no claim whatever to any compensation for not being made manager.”

Page 3 of the notes to G.O., No. 195, Educational, dated 29th March 1909.

5. The Secretary (Mr. Butterworth) noted—

“As the Under Secretary says, this is merely a sop to the clerk to comfort

Page 3 *ibid.*

“him for not being made manager. The history of his case in the office-note shows that the Committee accedes to every demand for increased pay which the clerk makes and he has run up from Rs. 25 to Rs. 40—1—50 without any change of duties. It does not seem advisable to now give him an increase at the cost of the manager. If the Committee can get a European manager for Rs. 125 as they say, it would be as well to fix the pay of the post at Rs. 125—5—150 instead of giving the present fixed pay of Rs. 150.”

6. The Hon'ble Mr. (now Sir George) Forbes noted—

Page 3 of the notes to G.O., No. 195, Educational, dated 29th March 1909.

“Precisely so. These constant demands for local and personal allowances on any or no ground are most demoralizing.”

“The pay of the European manager will be fixed at Rs. 125—5—150. There is no case whatever for further increasing the clerk's pay.”

7. Accordingly in G.O., No. 195, Educational, dated 29th March 1909, the Committee were informed that the Government considered that the pay of the office manager of the Asylum should be fixed at Rs. 125—5—150 instead of at Rs. 125 as proposed by the Committee and that they did not consider it necessary that the pay attached to the post of the clerk should be again raised.

8. The clerk's case referred to in the above notes is as follows:—

In the year 1897 the Committee represented that the office work of the Asylum had increased and that extraneous help was becoming a necessity; and proposed the appointment of a native clerk on Rs. 25 or Rs. 30 a month. The Director of Public Instruction strongly supported the Committee's proposal and recommended that the salary of the clerk might be fixed at Rs. 25 in the first instance. He further suggested that on the retirement of Mr. Burrows, office manager of the Asylum, the pay of the manager might be reduced from Rs. 200 to Rs. 150 and that the pay of the clerk might then be fixed at Rs. 30—4—50 “so as to ensure the retention of the services of a competent person on the hills.” The Government approved the proposals of the Director of Public Instruction—paragraph 4 (3) of G.O., No. 283, Educational, dated 15th May 1897, page 17.

Paragraph 5 (iv) on page 3 *ibid.*

at Rs. 25 in the first instance. He further suggested that on the retirement of Mr. Burrows, office manager of the Asylum, the pay of the manager might be reduced from Rs. 200 to Rs. 150 and that the pay of the clerk might then be fixed at Rs. 30—4—50 “so as to ensure the retention of the services of a competent person on the hills.” The Government approved the proposals of the Director of Public Instruction—paragraph 4 (3) of G.O., No. 283, Educational, dated 15th May 1897, page 17.

The pay of the clerk (which was fixed at Rs. 25 in 1897) was raised to Rs. 30 *

* Paragraph 5 (2) of G.O., No. 138, Educational, dated 19th March 1900.

† G.O., No. 498, Educational, dated 6th September 1901.

‡ Paragraph 4 of the Director of Public Instruction's letter on page 2 of G.O., No. 219, Educational, dated 4th April 1905.

Also G.O., No. 462, dated 6th July 1905.

G.O., No. 638, Educational, dated 24th September 1907.

G.O., No. 52, Educational, dated 20th January 1908.

9. On receipt of G.O., No. 195, Educational, dated 29th March 1909, the Committee represented that they had confirmed Captain Holton as manager on the understanding that his salary should be Rs. 125, if he did not undertake the accountant's work, or Rs. 150, if he had to undertake the accountant's work, and as they had therefore definitely appointed

to undertake the accountant's work, and as they had therefore definitely appointed

Captain Holton on Rs. 150 if he had to do the work of the accountant, they requested that the Government would be pleased to confirm their action and allow them to adhere to the salary of Rs. 150 per mensem for the office manager as already sanctioned in G.O., No. 283, Educational, dated 15th May 1897. The Government

considered that there was no reason to reconsider their previous orders and informed the Committee that they were unable to accept their proposal—G.O., No. 387, Educational, dated 1st July 1909.

Please see the Hon'ble Mr. Forbes' remark at the top of page 3 of the notes to G.O., No. 387, Educational, dated 1st July 1909.

10. The Committee again request that the orders of Government in the matter may be reconsidered. They state that, on the retirement of the late office manager, they decided that Captain Holton was the most desirable candidate for the post, that Captain Holton, though in all other respects suitable, had no knowledge of accounts and that his appointment would therefore throw more work and responsibility on the accountant. The Principal states that it was ascertained that Captain Holton was willing to take the sanctioned pay of Rs. 150 per mensem and to pay out of it, Rs. 25 to the clerk on account of the extra work expected from the latter. The Committee did not like that any private arrangement should exist between the manager and the clerk, and asked the Government to sanction the reduction of the manager's pay to Rs. 125 and to increase the clerk's pay by Rs. 25. As this proposal did not entail any extra expenditure, they did not expect that the Government would refuse to sanction it and told the clerk that he had been recommended for extra pay. If this extra pay is not granted, the Committee consider it certain that the clerk would throw up his appointment and leave the Asylum. The result will be worry and confusion.

11. The Committee note that no promise should perhaps have been made to the clerk, but they had made a promise and expected that they would be able to fulfil it. In these circumstances the Committee request that the Government will be pleased to sanction the arrangement made by them; that is, to fix the pay of the manager at Rs. 125 and give a personal allowance of Rs. 25 to the clerk.

12. The clerk is at present in receipt of pay of Rs. 40—1—50 and a local allowance of Rs. 20 for giving instruction in Typewriting to the pupils of the Asylum.

T.K.—4-10-09.

K. RANGASWAMI AIYANGAR—4-10-09.

Secretary probably knows this case personally. The present letter seems not very convincing, the only points being the unwise promise given to the clerk, and the statement that the clerk will throw up the appointment if not given extra pay. For orders whether the previous decision should be reconsidered. It still seems to me that the Committee had a chance of saving Rs. 25 a month and threw it away. It would have saved a lot of writing if they had set out the facts fully and clearly at first.

C. A. SOUTER—4-10-09.

There is more in this paper than meets the eye. The matter came up before the Committee either before I joined the district or after I handed over to join the Secretariat, and I had no share in it, but the Committee (or some of them) have spoken to me about it since and it is certain that they think themselves very hardly used in the matter and feel very strongly that Government might well have let them have their own way in the question.

Their line of argument is this:—

When Mr. Burrows was both manager and accountant at the same time, he drew Rs. 225 for doing the work of both posts. The clerk on Rs. 40—1—50 appointed as an additional hand now gets Rs. 46. Therefore there is a saving of Rs. 179. Out of this, Government have expressed themselves willing to give Rs. 150 to the new manager, which still leaves a saving of Rs. 29. All the Committee propose is to give Rs. 125 to the new manager, who is not capable of keeping the accounts,

and the other Rs. 25 of the amount sanctioned by Government for his post to the clerk on the condition that the clerk keeps the accounts which the manager is incapable of running. The Committee say that they are not proposing any additional expenditure over that sanctioned by Government but only a redistribution of the money which Government have agreed already to give them. They argue that if they had allowed the manager to draw the Rs. 150 which Government sanctioned for that post and make a private arrangement with the clerk to pay him Rs. 25 out of this sum for keeping the accounts, Government would have made no objection, but that because they did not like this sort of private arrangement and wanted the whole matter to be properly sanctioned and on record, it is not fair for Government to come down and say that the clerk is already well enough paid and must not get any more. They also urge that they are not

* What about their action in selecting as "Manager" a man who cannot keep accounts?

A. L[AWLEY].

Major Babington are the two who appear to feel most strongly on the subject, and the former told me, almost in so many words, that if Government again declined to let the Committee have its own way in the matter he would resign. I pointed out that Government had a large stake in the Asylum, had always given orders in such matters as these, did not subject the Committee to any more control than was exercised over other similar bodies such as District Boards, etc., that the clerk was already uncommonly well paid for what he did and would have trouble in getting an equally soft post elsewhere, and so on and so forth, but I failed to make any impression.

It is submitted that there is a good deal in the Committee's line of argument and that in all the circumstances it would be more graceful to give way.

W. FRANCIS—5-10-09.

But surely the Committee showed great incompetence in appointing as manager who admittedly cannot keep accounts. Surely the chief requisite in a manager is to keep the accounts of the Asylum. This is where the Committee seems to me to have been most seriously at fault. And before sanctioning the arrangement I think this should be pointed out to them. This memorandum should go:—

The Government would be glad to hear from the Committee the reasons which led them to appoint as manager of the Asylum an officer who apparently admits that he cannot keep accounts. His Excellency the Governor in Council cannot but think that ability to keep accounts should have been one of the chief qualifications to be insisted upon in the manager of the Asylum.

After we get a reply to the above we may perhaps yield to the Committee's wish though they seem to have made a horrible mess of the business and write like a lot of griffins who think a capable clerk and accountant cannot be got to replace this person who seems to have persuaded them that he is quite indispensable.

M. H[AMMICK]—5-10-09.

I quite agree.

By the existing arrangement the manager is entirely in the hands of his clerk.

It is inevitable!

To say that they can't replace their present accountant on the sanctioned salary is rubbish of course!

We may await the Committee's reply, before passing orders.

A. L[AWLEY]—7-10-09.

Issue the memorandum.

W. FRANCIS—8-10-09.

[Official Memorandum No. 1760-1, dated 8th October 1909.]

From the Principal and Secretary, Lawrence Asylum, dated 19th October 1909, No. 2239.

The Committee of the Lawrence Asylum, Ootacamund, state, in reply, that Captain Holton, was appointed office manager "because his testimonials showed him to be, on the whole, in the opinion of the Committee, the most suitable European candidate for the post". The Committee add that Captain Holton states that "he is prepared to perform all the duties previously undertaken by the former office manager, Mr. Burrows."

C.S.—22-10-09.

Attention is solicited to paragraphs 1 and 2 of the Principal's letter No. 4769, dated 25th February 1909, on page 2 of G.O., No. 195, Educational, dated 29th March 1909, from which it will be observed that Mr. Burrows, the late manager, was performing the duties of accountant until 1897 when the present clerk was appointed and that the office Manager has always been considered to be responsible to the Principal "for the accuracy of the keeping of the accounts."

K. RANGASWAMI AIYANGAR—22-10-09.

The explanation amounts to very little, and the statement that Captain Holton is prepared to do all that Mr. Burrows did is ambiguous. Does this mean what Mr. Burrows did before the clerk was appointed or what he did when he retired? Presumably the latter, since Captain Holton cannot keep accounts.

C. A. SOUTER—26-10-09.

W. FRANCIS—28-10-09.

I think we must really insist on knowing more in this matter and not let the matter alone, aware as we now are that the Committee have appointed a man whom they considered to be unable to keep accounts. If we have a defalcation we shall be blamed for having sanctioned the arrangement in which a native Brahmin is to be responsible for all the account keeping.

I would send the Committee this now—

"Government observe that the Principal and Secretary reports that Captain Holton states that he is prepared to perform all the duties previously undertaken by the former office manager. His Excellency the Governor in Council does not feel certain whether this implies that Captain Holton is able and ready to keep the accounts of the Asylum. The Government cannot think it wise to leave the accounts of the Institution in charge of a clerk on Rs. 50 per mensem, and if the Committee do not consider that Captain Holton is capable of keeping the accounts of the Asylum, they consider that another manager should be appointed."

M. H[AMMICK]—29-10-09.

I agree.

A. L[AWLEY]—6-11-09.

Issue the memorandum suggested by Honourable Member.

L. M. WYNCH—9-11-09.

[Memorandum No. 1946-1, dated 9th November 1909.]

From the Director of Public Instruction, dated 5th January 1910, Ref. No. 6099.

Please see the Lawrence Asylum Committee's reply.

2. General Penton has resigned as a protest against Government interference in the matter but under the resolution adopted by the remaining members, Captain Holton will draw the pay of Rs. 125—5—150 sanctioned in G.O., No. 196, Educational, dated 29th March 1909, and be responsible for the proper keeping of the accounts and the clerk will continue to draw the same pay as he has been drawing lately (Rs. 40—1—50) per mensem.

3. The papers may now be simply 'Recorded'.

T.K.—8-1-10.

K. RANGASWAMI AIYANGAR—10-1-10.

It would not be a bad thing if one or two more members resigned.

C. A. SOUTER--10-1-10.

The papers may now be recorded.

L. M. WYNCH--11-1-10.

Yes. A deal of trouble to arrive at a satisfactory ending.

M. H[AMMICK]--12-1-10.

Record.

L. M. WYNCH—15-1-10.

Draft submitted for approval.

T.K.—15-1-10.

K. RANGASWAMI AIYANGAR—15-1-10.

C. A. SOUTER—15-1-10.

[G.O., No. 26, Educational, dated 17th January 1910.]

READ AGAIN G.O., No. 387 EU, dated 1 - 7 - 1909

” ” ” ” ” ” 190

READ ALSO:—

C. No. 1760, From the S.P.I., No. 6099, dated 17-9-1909.

" " 1946, " " Principal L.A., " 2239, " 19 - 10 - 1909.

" " 44, " " ~~4 P. 9~~ , " 699, " 5-1-1909.

ORDER.

P. S.

No. 26, dated 17-1-1900.

Recorded

7.9.
15-1-10

20

15.7.10

Clas
157

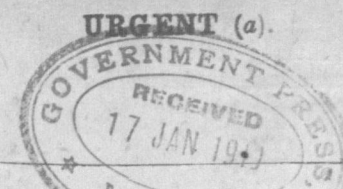
ORDINARY.

PRESS SLIP.

PREFERENCE.

EDUCATIONAL DEPARTMENT.

URGENT (a).



INSTRUCTIONS FOR THE SECRETARIAT.

Current No. 1760, dated 22 9 1909
G.O., No. 24, dated 17 1 1910

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

Docket Lawrence Asylum Cotacaimund
Recording papers connected with the propo-
sals of the Lawrence Committee of the
to grant a personal allowance
of Rs. 25 p. m. to the clerk employed
at the Asylum

(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	...	...	...	8	3
For filing with original	...	...	...	1	1
Total	...	...	...	39	19

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....Dept.					
Total					
Spare copies.					
The Director of Public Instruction.....					
The Comr. for Govt. Examinations.....					
The Superintendent, Govt. Museum.....					
The Surgeon-General.....					
The Accountant-General.....					
The Collector of.....					
The P. D. B.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total					

(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 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.....	17/1/10	La	La
First proof furnished on.....	21/1/10	La	La
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	26/1/10	La	La
Final copies supplied on.....	31-1-10	La	La
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....			
For Volumes.....	16		
For E.T.....			
Total ...	50	19	