

Government of Madras.

EDUCATIONAL DEPARTMENT.

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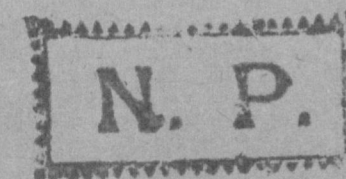
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Enclosures

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G.O., No. 89, 24th February 1910.



Lawrence Asylum, Ootacamund.

Accepting the budget estimate of the — for the year 1910-1911.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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G.O., No. 89, 24th February 1910.



Lawrence Asylum, Ootacamund.

Accepting the budget estimate of the — for the year 1910-1911.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Vice-Chairman, Ootacamund Lawrence Asylum Committee.
To—the Secretary to Government, Educational Department (through the Director of Public Instruction, Madras).
Dated—Lovedale, the Nilgiris, the 4th February 1910.
No.—3853.

I have the honour to forward the revised estimates for 1909-1910 and the budget for 1910-1911 of the Ootacamund Lawrence Asylum for submission to Government.

2. The form of the report has been altered in accordance with paragraph 3 of G.O., No. 106, Educational, dated 10th March 1903.

ENCLOSURES.

OOTACAMUND Lawrence Asylum (Male branch) budget, 1910-1911.

Remarks on revised estimates, 1909-1910.	Particulars.	Actuals, 1908-1909.	Sanctioned budget, 1909-1910.	Revised estimates, 1909-1910.	Budget, 1910-1911.	Remarks on budget, 1910-1911.
	<i>Receipts.</i>	RS.	RS.	RS.	RS.	
The year opens with a minus balance of Rs. 1,472 owing to the non-receipt of the last donation from the Press of Rs. 7,500.	Opening balance.	20,871	2,676	— 1,472	7,063	
	I. From Government—					
	1. Grant-in-Aid ..	28,800	28,800	28,800	28,800	
	II. Profits on Asylum property—					
	1. Donation and interest on Government securities.	39,353	39,353	39,353	39,353	
Includes a donation of last year and also a special donation of the same amount from the Pension Reserve Fund of the Press.	2. Donation from Lawrence Asylum Press.	22,500	30,000	45,000	30,000	
	III. Special Funds—					
Allowance for four children lapsed during the year.	1. Subsistence allowance.	9,335	9,100	8,980	8,600	Allowance for four children will lapse during the year.
	2. Pensions from funds.	62	62	62	62	
It is hoped to realise that amount notwithstanding the remission of fees for January.	3. Fees	5,161	6,138	8,700	8,700	Vide remarks against revised estimates.
	4. Telegraph department.	1,470	840	840	840	
	IV. Industries—					
	1. Bootmaking shop ..	15	..	8	..	
	2. Recoveries from Public Works Department.	2,504	2,400	2,400	2,400	
	V. Miscellaneous—					
	1. Sale of stores ..	254	200	200	200	
	2. From N V R. compensation for boots.	150	150	150	150	
Are items that do not fall under any of the above headings.	3. Other items ..	75	..	108	..	
No master is now boarded.	4. Boarding money ..	120	120	42	..	
	5. Special money prizes.	310	210	110	110	
	6. Donation	230	..	15	..	
	Total ..	1,31,210	1,20,049	1,33,296	1,26,278	
	<i>Expenditure.</i>					
	I. Education —					
	(a) Scholastic—					
	1. Establishment ..	12,377	13,596	14,600	15,858	
Science has been introduced in the High School Section according to the Code for European Schools. Expenditure on apparatus was not anticipated, hence the increase.	2. Books, prizes and stationery, etc.	1,545	2,000	2,600	2,300	Stationery, etc. (Rs. 1,000), books and maps (Rupees 600), prizes (Rs. 200), kindergarten materials (Rs. 200), and science apparatus (Rs. 300).
	3. Library and museum.	380	750	750	750	
	4. Examination fees.	153	150	175	175	
	5. Special money prizes.	179	210	110	110	

Ootacamund Lawrence Asylum (Male branch) budget, 1910-1911—*cont.*

Remarks on revised estimates, 1909-1910.	Particulars.	Actuals, 1908-1909.	Sanctioned budget, 1909-1910.	Revised estimates, 1909-1910.	Budget, 1910-1911.	Remarks on budget, 1910-1911.
	<i>Expenditure—cont.</i>	RS.	RS.	RS.	RS.	
	I. Education— <i>cont.</i>					
	(b) Artistic—					
	1. Band establishment.	672	840	757	770	For first increase for 11 months and second increase for one month.
Includes the cost of the purchase sanctioned by the committee of piano to replace an unserviceable one in the nursery.	2. Band instruments, music and repairs.	540	700	1,025	600	
	3. Honorarium to band examiner.	20	20	20	20	
For the first increase to Instructor's pay.	4. Gymnastic establishment.	480	480	483	495	For first increase for nine months and second increase for three months.
Includes the allowance for game supervision at Rs. 20 a month not budgeted for as sanctioned in G.O., No. 764, Educational, dated 13th November 1908.	5. Apparatus and games.	537	500	740	740	
	(c) Telegraph—					
	1. Establishment ..	1,200	1,200	1,200	1,200	
	2. Premia ..	315	180	180	180	
	(d) Drawing—					
	1. Establishment ..	516	600	600	600	
	2. Materials, models.	44	100	115	150	
	(e) Typewriting—					
	1. Establishment ..	240	240	240	240	
	2. Machines, materials.	38	200	100	200	
	II. Clothing and Victualling.					
	(a) Clothing—					
	1. Establishment ..	488	732	732	732	Provides for biennial Sunday uniforms and caps.
	2. Materials ..	8,274	6,000	5,500	10,000	
	3. Contract work ..	3,894	3,650	3,650	4,550	Includes making charges for Sunday uniforms.
	4. Shoeing ..	3,983	4,000	4,000	4,000	
	5. Sergeants' clothing.	354	450	200	450	
	6. Servants' clothing.	255	300	262	300	
	(b) Victualling—					
Allowance for dearness of provisions to servants is provided for up to 30th November 1909.	1. Establishment ..	1,844	1,872	1,850	1,776	
	2. Provisions ..	33,491	34,400	34,400	34,400	
Includes cost of purchase of a small kitchen range for 100 children, provided for last year, but not paid for until the current year.	3. Kitchen and dining room utensils.	555	400	1,280	1,900	Provision is made for the purchase of a large Kitchen range to cook for 200 children.
Only five boarders at present at Madras Municipal workshops.	4. Boarders ..	1,107	1,332	1,140	1,332	

Ootacamund Lawrence Asylum (Male branch) budget, 1910-1911—*cont.*

Remarks on revised estimates, 1909-1910.	Particulars.	Actuals, 1908-1909.	Sanctioned budget, 1909-1910.	Revised estimates, 1909-1910.	Budget, 1910-1911.	Remarks on budget, 1910-1911.
	<i>Expenditure—cont.</i>	RS.	RS.	RS.	RS.	
	III. Household, Hospital and Sanitation—					
	(a) Household—					
	1. Establishment ..	5,365	4,926	5,300	5,365	New scheme.
	2. Washing ..	1,956	2,250	2,250	2,250	
	3. Lighting ..	889	900	900	1,200	Provides for eight new lamps for Class rooms and library.
	4. Woodcutting, etc.	1,013	1,018	1,018	1,018	
	5. Bedding and towelling.	2,683	3,000	2,000	3,000	
	6. Hardware, soap and brushes.	746	1,300	1,300	1,000	
Allotment was found insufficient.	7. Furniture and repairs.	2,590	1,000	1,500	2,000	
	8. Contingencies ..	119	200	200	200	
	(b) Hospital—					
Allowance for dearness of provisions to servants and first increase to matron's pay.	1. Establishment.	1,822	1,512	1,536	1,542	New scheme.
	2. Medicines and wines.	74	400	200	200	
	3. Extra nursing.	13	500	500	500	
	4. Contingencies.	..	50	..	..	
	(c) Sanitation—					
Allowance for high prices of food.	1. Establishment.	855	768	840	864	Provides for an additional scavenger at Rs. 8 a month, as sanctioned in G.O., Mis. No. 334, dated 7th June 1909.
	2. Tar and phenyle.	79	300	300	400	Provision is made for one night-soil cart.
Do. do.	3. Repairs to roads and drains; bush-cutting.	957	918	990	918	
	IV. General—					
Includes allowance for high prices of food to servants up to 30th November 1909 and 60 per cent. of stores clerk's pay (Rs. 25) as sanctioned by the Committee in October last and G.O., No. 652, dated 20th December 1909, and excludes Rs. 25 disallowed to Chief Clerk as per G.O., No. 195, Educational, dated 29th March 1909.	1. Establishment.	7,226	5,910	5,910	6,330	Provision is made for the second increase of Rs. 50 to Principal's salary for 11 months, and for the third increase for one month; for the first increase of 5 to Chief clerk's salary and Re 1 to clerks' salary; and 60 per cent. of stores clerk's salary as explained in the revised estimates.
	2. Office stationery.	211	250	250	250	
	V. Buildings and Repairs.	2,624	3,000	3,000	3,000	
	VI. Miscellaneous—					
	1. Carrying charges and travelling expenses.	3,683	3,000	3,000	3,000	
	2. Postage, Telegrams and advertisements.	384	300	400	400	
	3. Contingencies ..	527	500	500	500	
	4. Entertainment allowance.	350	300	300	300	

Ootacamund Lawrence Asylum (Male branch) budget, 1910-1911—*cont.*

Remarks on revised estimates, 1908-1910.	Particulars.	Actuals, 1908-1909.	Sanctioned budget, 1909-1910.	Revised estimates, 1909-1910.	Budget, 1910-1911.	Remarks on budget, 1910-1911.
	<i>Expenditure—cont.</i>	RS.	RS.	RS.	RS.	
	VII. Other Charges—					
Provides for 60 per cent. of Rs. 75 pension granted to the late Manager, as per G.O., No. 88, Educational, dated 12th February 1909.	1. Pensions ..	360	360	300	900	
	VIII. Extraordinary—					
	1. Chapel improvements.	157	200	200	200	
Additional room to Senior Sergeant's quarters, Rs. 1,400 (G.O., No. 129, Educational, dated 6th March 1909); balance of contribution for improvements to Staff and Matron's quarters, band room, etc., Rs. 1,730 (G.O., No. 381, dated 29th June 1909); and providing fire escape stairs and chute, Rs. 4,200 (G.O., No. 483, dated 19th August 1909).	2. Improvements to buildings.	7,934	..	7,330	..	
	3. Sinking fund.	1,225	1,220	1,400	1,400	
	4. Gratuity ..	446	..	..	..	
	5. Grant towards Roman Catholic Church.	-166	..	..	..	
In the Bank of Madras, Ootacamund, of a special contribution from the press—vide Receipts II 2.	6. Fixed deposit.	15,000	..	7,500	..	
	7. Lawrence Jubilee day.	79	..	..	..	
	Total	1,32,682	1,08,984	1,26,233	1,20,565	
	Closing balance	-1,472	11,065	7,063	5,713	
	Grand Total	1,31,210	1,20,049	1,33,296	1,26,278	

OOTACAMUND Lawrence Asylum (Female branch) budget, 1910-1911.

Remarks on revised estimates, 1909-1910.	Particulars.	Actuals, 1908-1909.	Sanctioned budget, 1909-1910.	Revised estimates, 1909-1910.	Budget, 1910-1911.	Remarks on budget, 1910-1911.
	<i>Receipts.</i>	RS.	RS.	RS.	RS.	
	Opening balance	5,679	2,793	5,228	11,082	
	I. From Government—					
	1. Grant-in-aid ..	19,200	19,200	19,200	19,200	
	II. Profits on Asylum property—					
	1. Donation and interest.	23,901	23,389	23,389	23,389	
	III. Special Funds—					
	1. Subsistence allowance.	8,343	8,200	8,460	8,200	
	2. Pensions from Funds.	125	120	120	120	
	3. Fees ..	2,773	2,700	4,000	4,345	
	IV. Miscellaneous—					
	1. Sale of stores ..	39	50	50	50	
	2. Special money prizes.	110	110	90	90	
	Total ..	60,170	56,562	60,527	66,476	
	<i>Expenditure.</i>					
	I. Education—					
	(a) Scholastic—					
New scheme was not introduced. Allotment was found insufficient.	1. Establishment ..	6,171	8,364	6,400	8,313	New scheme.
	2. Books, Prizes and Stationery.	1,042	1,100	1,500	1,500	
	3. Library ..	108	100	120	300	An allotment is made for the purchase of reference books for the Teacher's Library
	4. Examination fees ..	104	110	120	120	
	5. Games ..	90	75	75	75	
	6. Tuning and repairing piano.	285	20	30	30	
	7. Special money prizes.	116	110	60	60	
	(b) Drawing—					
	1. Establishment ..	120	120	120	120	
	2. Materials ..	..	100	125	100	
	(c) Type-writing—					
	1. Establishment ..	120	120	120	120	
	2. Machines and Materials.	55	100	100	400	Provides for one New Type-writer to replace an un-serviceable one.
	II. Clothing and Victualing—					
	(a) Clothing—					
	1. Establishment ..	1,330	870	870	882	New scheme.
	2. Materials ..	7,561	6,000	2,500	4,000	
	3. Extra Tailors ..	164	..	350	350	
	4. Shoeing ..	2,198	1,800	1,800	1,800	
	5. Outfit allowance ..	542	280	280	280	
	6. Servants' clothing.	79	100	86	100	
	(b) Victualling—					
	1. Establishment ..	715	708	735	708	
	2. Provisions ..	17,590	18,000	18,000	18,600	Is raised by Rupees 600, allowance granted to the Teacher in charge of High School section in lieu of free board, G.O., No. 566, dated 19th October 1909.
	3. Kitchen and dining room utensils.	293	500	500	500	
	4. Boarders ..	240	210	354	480	
Transferred from VII. Other charges. Includes allowance of Rs. 20 a month for girl F. Watson, who was sent to the House of Mercy at Bangalore.						

Ootacamund Lawrence Asylum (Female branch) budget, 1910-1911—cont.

Remarks on revised estimates, 1909-1910.	Particulars.	Actuals, 1908-1909.	Sanctioned budget, 1909-1910.	Revised estimates, 1909-1910.	Budget, 1910-1911.	Remarks on budget, 1910-1911.
	<i>Expenditure—cont.</i>	RS.	RS.	RS.	RS.	
	III. Household, Hospital and Sanitation—					
	(a) Household—					
	1. Establishment ..	107	446	446	426	
	2. Washing ..	1,442	1,485	1,485	1,485	
	3. Lighting ..	519	700	700	700	
	4. Wood-cutting ..	313	288	315	288	
	5. Bedding and towelling.	919	2,500	1,500	1,500	
	6. Hardware, soap and brushes.	440	1,500	1,500	1,000	
	7. Furniture and repairs.	755	700	700	700	
	8. Contingencies ..	53	100	100	100	
	(b) Hospital—					
	1. Establishment ..	674	996	1,005	1,008	
	2. Medicines and wines.	6	50	50	50	
	3. Extra nursing ..	31	..	..	..	
	(c) Sanitation—					
	1. Establishment ..	541	480	534	480	
	2. Tar and phenyle.	45	75	75	275	
	3. Bush-cutting, etc.	106	192	210	192	Provides for one night-soil cart.
	IV. General—					
	1. Establishment ..	2,644	3,608	3,570	3,872	
	V. Buildings and Repairs.	366	500	500	500	
	VI. Miscellaneous—					
	1. Carrying charges and travelling expenses.	1,303	1,000	1,500	1,500	
	2. Postage, telegrams and advertisements.	37	50	50	50	
	3. Contingencies ..	64	50	50	50	
	VII. Other Charges—					
	1. Pension ..	..	..	360	360	
	VIII. Extraordinary—					
	1. Improvements to buildings.	2,714	..	..	..	
	2. Lawrence Jubilee Day.	29	..	..	..	
	3. Sinking Fund ..	511	525	550	550	
	4. Grant towards Roman Catholic Church.	166	..	..	..	
	5. Gratuity ..	2,234	..	..	..	
	Total ..	54,942	54,062	49,445	53,924	
	Closing balance ..	5,228	2,500	11,082	12,552	
	Grand total ..	60,170	56,562	60,527	66,476	

Allowance to servants for high prices.

Allowance to servants for high prices.

Allowance to servants for high prices.

Allowance to servants for high prices.

Vide M. B. Explanation.

Allotment was found sufficient.

Vide M. B. Explanation.

List of establishment.

Heads to which debited.	Number.	Designation.	Present.		As sanctioned in G.O., No. 764, Educational, dated 13th November 1908.		Remarks.
			Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.	
MALE BRANCH.							
I. Education ..	1	Head Master	320	..	300-20-400	..	As Organist 60 per cent. to Male branch and 40 per cent. to Female branch. Game supervision. Typewriting Instructor for Girls' school. Male branch, Rs. 50; Female branch, Rs. 10. Temporary until vacancy occurs. Class teachers can pass in drawing so that it can be taken as a class subject. It is proposed to abolish this post as vacancy occurs, i.e., when the present occupant ceases to hold it; boys being drafted direct into Telegraph class from VII Standard. The teaching of a vernacular has been strongly urged by Inspector of Schools.
Do. ..	1	First Assistant	150	..	150- 5-175	..	
Do. ..	1	Second do.	130	* 30	125- 5-150	* 30	
Do. ..	1	Third do.	100	..	100- 5-125	..	
Do. ..	1	Fourth do.	92	* 20	90- 2-100	* 20	
Do. ..	1	Fifth do.	92	* 10	90- 2-100	* 10	
Do. ..	1	Sixth do.	90	..	90- 2-100	..	
Do. ..	1	Drawingmaster	60	..	..	..	
Do. ..	1	Telegraph Instructor ..	100	..	100	..	
Do. ..	1	Special Instructor in non-technical subjects required to qualify for Telegraph Department.	150	..	..	..	
Do. ..	1	Munshi	..	..	50- 2- 60	..	
I. Education and III. Household.	1	Band Instructor	92	..	90- 2-100	..	Rs. 46 to each head.
Do. ..	1	Gymnastic Instructor ..	82	..	80- 2- 90	..	Rs. 41 do.
II. Victualling, III. Household and II. Clothing	1	Steward	90	* 20	90	* 20	Rs. 45 to each head and Rs. 20 for Shoeing supervision.
III. Household ..	1	Senior Sergeant	104	..	100- 4-120	..	
Do. ..	1	1st Junior do.	75	..	75- 1- 80	..	
Do. ..	1	Upper School Matron ..	52	..	50- 2- 60	..	
Do. ..	..	Boys' Non-Commissioned officers.	22½	..	25½	..	
Hospital ..	1	Matron	52	..	50- 2- 60	..	
FEMALE BRANCH.							
I. Education ..	1	Head Mistress	180	..	175- 5-200	..	* In lieu of free board. G.O., Mis No. 566, dated 19th October 1909. This appointment will be abolished as soon as the present incumbent vacates and the Kindergarten department is formed.
Do. ..	1	First Assistant	130	* 50	125- 5-150	..	
Do. ..	1	Second do.	73	..	70- 3- 85	..	
Do. ..	1	Third do.	62	..	60- 2- 70	..	
Do. ..	1	Fourth do.	52	..	50- 2- 60	..	
Do. ..	1	Fifth do.	46	..	45- 1- 50	..	
Do. ..	1	Sixth do.	41	..	40- 1- 45	..	
Do. ..	1	Seventh do.	36	..	35- 1- 40	..	
Do. ..	1	Eighth do.	30	..	..	..	
III. Household and II. Clothing.	1	Head Matron	55	..	50- 2- 60	..	
II. Clothing ..	1	First Assistant Matron ..	36	..	35- 1- 40	..	
Do. ..	2	Girl Orderlies	10	..	10	..	
II. Victualling ..	1	Kitchen Matron	35	..	35	..	
III. Hospital ..	1	Matron	36	..	35-1-40	..	

* These allowances need not go to particular posts.

List of establishment—cont.

Heads to which debited.			Present.		As sanctioned in G.O., No. 764, Educational, dated 13th November 1908.		Remarks.
Number.	Designation.		Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.	
			RS.	RS.	RS.	RS.	
KINDERGARTEN DEPARTMENT.							
I. Education ..	1	Head Teacher	..	..	100	..	
Do. ..	1	First Assistant	60	..	60	..	
Do. ..	1	Second do.	50	..	50	..	
Do. ..	2	Pupil Teachers	10	..	20	..	
III. Household ..	1	Nursery Matron	50	..	40	..	
GENERAL.							
IV. General ..	1	Principal and Secretary ..	600	..	500-50-750	..	60 per cent. to Male branch and 40 per cent. to Female branch.
Do. ..	1	Chief Clerk	130	..	125-5-150	..	G.O., No. 195, Educational, dated 29th March 1909.
Do. ..	1	Clerk	48	*20	40-1-50	*20	60 per cent. to Male branch and 40 per cent. to Female branch and Rs. 20 for Instruction in Type-writing in the Boys' branch.
Do. ..	1	Stores Clerk	25	..	..	..	G.O., No. 652, dated 20th December 1909.
III. Hospital ..	1	Consulting Physician ..	50	..	50	..	60 per cent. to Male branch and 40 per cent. to Female branch.
Do. ..	1	Resident Medical Officer..	50	..	50	..	Do. do.
MALE BRANCH.							
Native Establishment.							
II. Clothing ..	4	Tailors	61	..	..	..	
Do. ..	4	Chucklers	60	..	..	..	
II. Victualling ..	1	Head Cook	20	..	..	..	
Do. ..	3	Assistant Cooks	27	..	..	..	
Do. ..	4	Scullions	36	..	..	..	
Do. ..	1	Butterman	8	..	..	..	
Do. ..	1	Biscuit Maker	12	..	..	..	
III. Household ..	1	Nursery Maty	9	..	..	..	
Do. ..	1	Mussalchee	10	..	..	..	
Do. ..	8	Coolies	64	..	..	..	Woodcutting.
III. Hospital ..	1	Cook	8	..	..	..	
Do. ..	1	Maty	8	..	..	..	
Do. ..	1	Cooly	4	..	..	..	Contingencies.
III. Sanitation ..	9	Scavengers	72	..	..	..	
Do. ..	8	Coolies	64	..	..	..	Repairs to roads and drains; bush-cutting.
IV. General ..	1	Peon	8	..	..	..	Allowed to Principal.
Do. ..	2	Gardeners	16	..	..	..	Do do.
III. Household and Sanitation ..	1	Maistry	25	..	..	..	Rs. 12-8-0 to each head.
IV. General ..	1	Cooly, general	10	..	..	..	
Do. ..	1	Do. errands	9	..	..	..	
FEMALE BRANCH.							
Native Establishment.							
II. Victualling ..	3	Kitchen Helps	24	..	..	..	
III. Household ..	1	Man servant	8	..	..	..	
Hospital ..	1	Ayah	8	..	..	..	
Sanitation ..	6	Scavengers	40	..	..	..	
Household ..	3	Coolies	24	..	..	..	Woodcutting.
Sanitation ..	2	Do.	16	..	..	..	Bush-cutting, repairs to drains, etc.

Ref. on Cur. No. 835/10, dated 12th February 1910.

Submitted to Government.

2. The variations under the several heads have been explained.

A. G. BOURNE,
Director of Public Instruction.

Order—No. 89, Educational, dated 24th February 1910.

The estimates are accepted.

(True Extract.)

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

To the Committee of the Lawrence Asylum, Ootacamund.
" Director of Public Instruction.
" Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 89, EDUCATIONAL,
DATED 24TH FEBRUARY 1910.

[SUBJECT.—*Budget estimate of the Lawrence Asylum, Ootacamund,
for the year 1910-1911.*]

Letter from the Director of Public Instruction, No. 835, dated 12th February 1910.

The following abstract gives the budget estimate of the Lawrence Asylum, Ootacamund, for 1910-1911 as compared with the budget and revised estimates for 1909-1910:—

	Budget estimate, 1910-1911.	Revised estimate, 1909-1910.	Budget estimate, 1909-1910.
<i>Male branch.</i>			
Opening balance	Rs. 7,063	Rs. —1,472	Rs. 2,676
Receipts	1,19,215	1,34,768	1,17,373
Expenditure	1,20,565	1,26,283	1,08,984
Closing balance	5,713	7,063	11,065
<i>Female branch.</i>			
Opening balance	11,083	5,228	2,793
Receipts	55,394	55,299	53,769
Expenditure	53,924	49,445	54,052
Closing balance	12,553	11,083	22,500

2. *I. Revised estimate—(1) Male branch.*—The revised estimate opens with a minus balance of Rs. 1,472 owing, it is stated, to the non-receipt during 1908-1909 of the fourth instalment of the donation from the Lawrence Asylum Press amounting to Rs. 7,500. The increase under "Receipts" is due to the payment during the year of the fourth instalment of the donation above referred to and to the payment of a special contribution of Rs. 7,500 from the Pension fund of the Press. The increase under "expenditure" is mainly due to improvements to buildings, and also to a sum of Rs. 7,500 having been put away as "fixed deposit" in the Bank of Madras.

3. *(2) Female branch.*—Under the revised estimate for 1909-1910 there is an increase in the receipts of the Female branch which appears under "subsistence allowance" and "fees." The decrease under "expenditure" is chiefly due to the non-introduction of the revised scale of salaries for the staff sanctioned in G.O., No. 764, Educational, dated 13th November 1908, and to smaller expenditure under "clothing materials."

4. *II. Budget estimate for 1910-1911.*—In the budget estimate for 1910-1911, there is an increase under the "expenditure" of the Male branch, which is due to the introduction of the new scheme sanctioned in G.O., No. 764, Educational, dated 13th November 1908, to enhanced provision made for the purchase of Sunday clothing for the inmates of the Asylum and to the payment of the second increment to the Principal.

No 89, EDUCATIONAL, 24TH FEBRUARY 1910.

- T.K.--19-2-10.

K. RANGASWAMI AIYANGAR—29-2-10.

The institution will be paying its way all right and there is nothing to remark on.

Issue.

A. GALLETTI—24-2-10.

[G.O., No. 89, Educational, dated 24th February 1910.]

READ AGAIN G.O., No. _____, dated _____, 19____

” ” ” ” ” ” 19

READ ALSO:—

C. No. 282, From the D.P.I., No. 835, dated 12-2-1910.

" " , " , " 19

ORDER.

P.S.

No. 89, dated 24-2-1910

The estimates are accepted.

7.4.
19.2-10

10

21.2.10

14
m(2)

To

The Committee of the Law. Asy. only

- - D-P. I. V

-- A-9 ✓

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No. 282, dated 16-2-1910
G.O., No. 89, dated 26-2-1910.

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

15/ Docket Lawrence Asylum, Cochin
Accepting the budget estimate
for the year 1910-11.

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).

FOR RECORD.*				Complete correspondence and orders.	Notes
Madras Records	...	...	...	30	15
Ooty Records	...	...	...	3	3
For filing with original	...	...	...	1	1
Total				34	19

FOR ISSUE.†				Complete G.O.	Special copies of G.O. (b) No. Papers.	Notes.
Letter only.						

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

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.....					
Total						

INSTRUCTIONS FOR THE SECRETARIAT.

- (a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.
- (b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.
- (b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.
- (c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.
- (d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.
- (e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

- (a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.
- (b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.
- (c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.
- (d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.
- (e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

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

TO 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.

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.
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.....	25-2-10	SA	
First proof furnished on.....	3-3-10	LB	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	8-3-10	SA	
Final copies supplied on.....	11-3-10	LB	
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....	15		
For Volumes.....	16		
For E.T.....			
Total ...	65	19	