

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

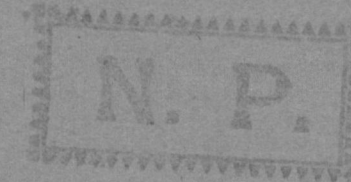
Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 138, 18th March 1910.



Scholarship to Europeans and Eurasians.

Submitting for the favourable consideration of the Government of India the name of Mr. W. G. H. Elliot in connection with the scholarship to be awarded to members of the domiciled European and Eurasian community.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

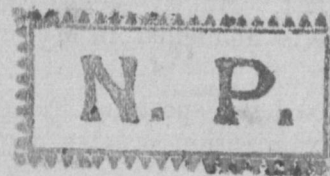
Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 138, 18th March 1910.



Scholarship to Europeans and Eurasians.

Submitting for the favourable consideration of the Government of India the name of Mr. W. G. H. Elliot in connection with the scholarship to be awarded to members of the domiciled European and Eurasian community.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Hon'ble Dr. 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 3rd March 1910.

No.—Ref. on Cur. 7934 of 1909.

With reference to G.O., No. 392, Educational, dated 2nd July 1909, I have the honour to submit the applications of the undermentioned candidates for the State scholarship for Europeans to be awarded in 1910 :—

- (1) W. H. W. Adolphus, Mysore.
- (2) C. H. Delmage, Bangalore.
- (3) W. G. H. Elliot, Kurnool.
- (4) A. C. Elder, Trichinopoly.

No. (1) has passed the European High School Examination held in Bangalore in November and December last. But it seems possible that he is ineligible to apply for the scholarship as he is domiciled in Mysore, outside the Presidency of Madras.

Nos. (2) and (3) are strictly speaking ineligible as they have not passed the European High School Examination or the degree examination of an Indian University.

No. (4) is ineligible in respect of age as he will not have completed his 18th year on the 31st March 1910.

3. If any exemption can be granted, I would strongly support the application of W. G. H. Elliot. He belongs to a well-known family in this Presidency, and his character, antecedents and family circumstances are sufficiently set forth in the papers attached to his application. He was a student of the Government College, Rajahmundry, and his testimonials speak of his distinguished career. It is stated that he was not able to complete his B.A. degree this year having been prevented from appearing for Branch II-A owing to the bite of a dog just a few days before the examination on account of which he was obliged to resort to the Pasteur Institute. It is supposed that he would have done well if he had been able to appear for the examination. I was unable, in spite of two or three attempts to do so, to arrange for an interview with him before the 2nd instant. He impressed me very favourably. His physique is very fair, and he states that his chest measurement is 35" and height 5' 1½".

This is his last chance of getting the scholarship as he will be a few days too old to apply next year. His present address is Bimlipatam, Vizagapatam district.

4. His qualifications are superior to those of W. H. W. Adolphus; the latter moreover is young enough to apply later on. I would suggest therefore that W. G. H. Elliot be recommended and the question of the eligibility of W. H. W. Adolphus be taken up only if he applies on a subsequent occasion.

ENCLOSURES.

Application for the State scholarship for Europeans and Eurasians to be awarded in 1910.

1. Name of applicant—Walter Gabriel Howell Elliot.
2. Date and place of birth of applicant—29th March 1890, Cuddapah.
3. Whether European or Eurasian—Eurasian.
4. Name of father or guardian—Walter St. Leger Elliot.
5. Place of residence of father or guardian—Kurnool.
6. Occupation of father or guardian—Inspector of Police.
7. Monthly salary of father or guardian—Rs. 150.
8. Whether the application is accompanied by—
 - (a) a birth certificate—Yes.
 - (b) a health certificate—Yes.
9. List of testimonials of character and capacity submitted—
 - (1) from Rev. W. C. Penn, Principal, Noble College, Masulipatam;
 - (2) from Miss E. A. Folsom, Lady Principal, T.M.H. School, Cocanada;
 - (3) from Mr. Mark Hunter, Principal, Government College, Rajahmundry.
10. High school course of candidate—
 - (1) Noble College, Masulipatam, 4th, 5th and 6th forms (one term only in the 6th form), 1902, 1903, 1904 (first term).
 - (2) Timpany Memorial High School, 6th form (second term only). 1904 (second term). Optional language—Latin.
11. College course of candidate—
 - (1) Pithápuram Raja's College, Cocanada—

F.A. Junior, 1905	} Optional subjects Latin and Physiology.
" Senior, 1906	
 - (2) Government Arts College, Rajahmundry—

B.A., Junior, 1907.
" Senior, 1908.
" Senior, 1909 (second term only).
Optional language, Latin.
" subject, Physical Science (not completed).
12. Public examinations passed with class and year—
 - (1) Matriculation Examination, 1904, 2nd class.
 - (2) First-in-Arts " 1906, 1st class (3rd in the Presidency).
 - (3) B.A. degree examination—

1908 (a) English, II class (8th in the Presidency).
(b) Latin, II class (4th " ").
13. Particulars of any distinction obtained—
 - (1) English prize, 5th form, Noble College, Masulipatam.
 - (2) First prize for proficiency, F.A. Junior, Pithápuram Raja's College, Cocanada.
 - (3) The Pithápuram Raja's Gold Medal awarded for merit in passing the F.A. Examination.
 - (4) The Government scholarship for Europeans and Eurasians for study in the B.A. classes.
 - (5) The Subramanya Aiyar prize for standing first in English in the B.A. Junior class, Government College, Rajahmundry.
 - (6) The General MacDonald Gold Medal for standing first in English in the Northern Circars in the B.A. degree examination of 1908.
14. British University which candidate proposes to enter—Oxford.
15. Course of study proposed to be followed—Indian Civil Service.

KURNOOL,
10th January 1910.

WALTER G. H. ELLIOT.

I certify that Walter Gabriel Howell Elliot was a pupil in the Government Arts College, Rajahmundry, during the school years 1908 and 1909 (second term).

O. J. COULDREY,
Principal.

Candidate's parentage and family circumstances.

I come of a respectable Eurasian family, several members of which are in Government service.

My father is an Inspector of Police, one uncle a Government Pleader and another a prominent educationist.

My father is drawing a salary of Rs. 150 *per mensem* and has two other sons, one of whom has appeared for the High School examination, the results of which are not yet known.

WALTER G. H. ELLIOT.

ARTS COLLEGE, RAJAHMUNDY.

Forwarded and very strongly recommended.

The applicant was very unfortunate in being unable to complete his B.A. this year owing to the bite of a mad dog, which obliged him to go for treatment a few days before the examination and he will be just two days too old to apply next year.

O. J. COULDREY,
Ag. Principal.

PITHÁPURAM RAJA'S COLLEGE,
COCANADA, January 15th, 1910.

Walter G. H. Elliot is known to me intimately as an old student of mine. He kept terms in this college for two years (1905 and 1906) and passed the First-in-Arts Examination in the first class with third place in the order of merit in the Presidency. He was awarded a gold medal by the Raja of Pithápuram for the excellent career in this college. Very intelligent, diligent, methodical, regular and exceedingly well-behaved; he was a highly satisfactory student.

R. VENKATA RATNAM,
Principal.

Copy of testimonials.

Gabriel Elliot was admitted as a student of the 3rd form in November 1901 when he was 11 years old. He always stood well in his class and was promoted every year. In 1903, he obtained the English prize in the 5th form; at the end of the first term in 1904, when he was in the 6th form, he left this school owing to the transfer of his father to Cocanada. He is a young man of more than ordinary ability and has always borne an excellent character. I would also add that his influence for good was exercised not only in the class-room but in the play-ground. He is a very fair tennis player and very good at foot-ball. From the promise that he showed while he was a pupil of this school and from what I have heard of his subsequent career, I can strongly recommend him for the Government scholarship for which he is applying.

22nd December 1909.

W. C. PENN, M.A.,
Principal, Noble College, Masulipatam.

I have compared the above with the original and certify that it is a correct copy.

10th January 1910.

ETHELBERT,
Ag. Chaplain, Christ Church, Kurnool.

Mr. G. W. Elliot was a student of the Rajahmundry College during the years 1907 and 1908, and came much under my notice. I formed a very high impression of his ability and character. In my own subject, English, he was decidedly the best pupil I have had in the B.A. class at any time during my seven years' Principalship. He took a very high place in English in the B.A. degree examination, but I consider him distinctly better than his rank in the class list would indicate. His work in college examinations was characterised by remarkable thoroughness and accuracy testifying at once to superior intelligence and great industry. I do not think I have seen B.A. work equal to it. In Latin Mr. Elliot's work was also good and he was ranked in the second class in the B.A. degree examination. In sports and games Elliot took a prominent part.

His conduct was throughout excellent in every way, and I believe that he exercised a thoroughly good influence on his fellow students.

5th May 1909.

MARK HUNTER,
Principal, Government College, Rajahmundry.

I have compared the above with the original and certify that it is a correct copy.

10th January 1910.

ETHELBERT,
Ag. Chaplain, Christ Church, Kurnool.

I certify that Gabriel Elliot entered the Timpany Memorial High School, June 24th, 1904, and left it in February 1905.

He passed the Matriculation Examination, taking Latin for his second language, in December 1904, in the second class, at the age of 14.

He was thorough and painstaking as a student, and had a good grasp of his subject, easily mastering all difficulties. He won the respect and esteem of all his teachers, by his gentlemanly behaviour and faithful devotion to every duty imposed upon him.

4th January 1910.

ELLEN A. FOLSOM,
Lady Principal, T.M.H. School, Cocanada.

I have compared the above with the original and certify that it is a correct copy.

10th January 1910.

ETHELBERT,
Ag. Chaplain, Christ Church, Kurnool.

Certificate of physical fitness.

I do hereby certify that I have examined Walter Gabriel Howell Elliot, an applicant for the State scholarship for Europeans and Eurasians, and cannot discover that he has any disease, constitutional affection or bodily infirmity. His age is according to his own statement 20 years and by appearance about 20 years. I further certify that he has marks of vaccination.

Personal marks.—A scar on the left cheek; a scar above the left eye-brow.

He had a wound on the index finger of his left hand which was licked on the 8th December 1909 by a rabid dog. He underwent a course of anti-rabic treatment at the Pasteur Institute at Coonoor. The applicant is ready to furnish a certificate regarding the above treatment if necessary.

KURNOOL,
12th January 1910.

M. CHAUDHURY, Capt., I.M.S.,
District Medical and Sanitary Officer.

Baptism solemnized at Cuddapah.

When baptized.			Said to be born.			Child's christian name.	Sex.	Parent's names.		Abode of parents.	Quality, trade or profession of father.	Name of priest or minister by whom the ceremony was performed.
Year.	Month.	Day.	Year.	Month.	Day.			Christian.	Surname.			
1890.	July.	6th.	1890.	March.	29th.	Walter Gabriel Howell.	Son of	Walter St. Leger and Gertrude Georgina.	Elliot.	Camalapuram.	Inspector of Police.	W. L. Pritchett Shaw.

True copy extracted from the register of baptisms kept in the office of the Registrar-General of Births, Deaths and Marriages, Madras, dated this 31st day of January 1910.

C. M. SCHMIDT,
Regr.-Genl. of Births, Deaths and Marriages.

No. 92, dated 9th February 1910.

Forwarded to the Inspector of European and Training Schools, Madras, in continuation of this office endorsement No. 13, dated 13th January 1910.

O. J. COULDREY,
Ag. Principal.

No. D. 114, dated 16th February 1910.

Submitted to the Director of Public Instruction, Madras, in continuation of this office letter No. D. 62, dated 31st January 1910.

H. S. DUNCAN,
Ag. Insp. of European and Training Schools.

No. 138, EDUCATIONAL, 18TH MARCH 1910.

Order—No. 138, Educational, dated 18th March 1910.

The Government of India will be addressed.

[Here enter Letter No. 139, Educational, dated 18th March 1910.]

(True Extract.)

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

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 139.

From

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

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
HOME DEPARTMENT.

Dated Fort St. George, the 18th March 1910.

SIR,

With reference to paragraph 3 (i) of the Resolution of the Government of India, No. 221-238, Education, dated 19th March 1907, I am directed to submit the name of Walter Gabriel Howell Elliot for the favourable consideration of the Government of India in connection with the scholarship to be awarded this year for members of the domiciled European and Eurasian community.

2. Mr. Elliot is a Eurasian and is a native of India within the meaning of Statute 33 and 34 Vict., Cap. 3, section 6. He belongs to a well-known family in Madras. He was born on the 29th March 1890 and will be 20 years of age on the 29th instant. The Director of Public Instruction, the Hon'ble Dr. Bourne, who has seen him personally, reports him to be of good physique.

3. Mr. Elliot was a student of the Government College at Rajahmundry, where he had a distinguished career. He had passed the English and second language divisions of the B.A. degree examination of the Madras University, but was prevented from appearing for the science division, as he was bitten by a rabid dog just a few days before the examination and was in consequence to go to a Pasteur Institute for treatment. It is believed that he would have done well at the examination had he been able to appear for it. He wishes to study for the Indian Civil Service.

4. I am to enclose, in original, the application of the candidate, together with the endorsement of the Principal of the Rajahmundry College forwarding the application, his birth certificate and certificates of health and character.

I have the honour to be,

Sir,

Your most obedient servant,

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

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., Nos. 138, 139, EDUCATIONAL,
DATED 18TH MARCH 1910.

[SUBJECT.—*Nomination for the State Scholarship for Europeans and Eurasians
tenable in England.*]

Previous papers:

G.O., No.	200,	Educational, dated	5th April	1907.
" "	754	" "	13th November	"
" "	309	" "	22nd May	"
" "	196	" "	17th March	1908.
" "	254	" "	1st April	1909.

From the Director of Public Instruction, dated 3rd March 1910, No. 7931.

The Director of Public Instruction submits applications from the undermentioned four candidates for the State Scholarship for Europeans and Eurasians to be awarded during the current year :—

- (1) W. H. W. Adolphus, Mysore.
- (2) C. H. Delmege, Bangalore.
- (3) W. G. H. Elliot, Kurnool.
- (4) A. C. Elder, Trichinopoly.

2. The following particulars regarding each of the applicants are taken from the applications :—

- (1) W. H. W. Adolphus European; son of A. E. Adolphus, Officiating Principal, Maharaja's College Mysore, (pay Rs. 700); born 11th June 1890, and age * 19 years and 9 months; has passed the Matriculation Examination of the Madras University in the first class and the European High School Examination; wishes to study Electrical or Mining Engineering; medically declared fit.
* Will be below 20 on the 31st March 1910. The age limit is above 18 and below 21, please see paragraph 2 of office-note.
K.R.
Paragraph 2 of Director of Public Instruction's letter.

- (2) C. H. Delmege, European; son of the late Major E. D. Delmege Supply and Transport Corps; born 21st March 1891 and age † 19 years; has passed the Matriculation Examination of the Madras University in the Second class; wishes to study for the Indian Medical Service; Medically declared fit.
† Will be just 19 on the 31st March 1910.

- (3) W. G. H. Elliot, Eurasian; son of W. St. Leger Elliot, Inspector of Police, Bimlipatam (pay Rs. 150); born 29th March 1890 and age ‡ 20 years; has passed the English and Second Language divisions of the B.A. degree examination of the Madras University, but was prevented from appearing for the Science Division owing to the bite of a rabid dog just a few days before the examination on account of which he was obliged to resort to the Pasteur Institute; wishes to study for the Indian Civil Service; medically declared fit.
‡ Just 20 on the 31st March 1910.

(4) A. C. Elder, European; son of John Elder, retired Police Inspector and now Superintendent of the Ticket printing office, South Indian Railway (pay Rs. 100 and pension Rs. 100); born 11th June 1893 and age * 16 years and 9 months; wishes to study Civil and Mechanical Engineering; medically declared fit.

3. The conditions for the scholarship are:—

(1) that the candidate must be native of India within the meaning of Statute 33 Vict. Cap. 3, Section 6, and his parents must not be resident in India for temporary purposes only;

(2) that the candidate must have passed the European High School Examination or must be a graduate of one of the Indian Universities;

(3) that the candidate must have completed 18 years of age and not have completed 21 years on March 31st of the year in which he applies for the Scholarship, and

(4) that the candidate must be of good physique and active habits and must produce medical evidence of good health.

4. The Director of Public Instruction rejects No. (1) W. H. W. Adolphus on the ground that he is possibly ineligible to apply for the scholarship as he is † domiciled in Mysore, No. (2) C. H. Delmege as he has not passed the European High School Examination and No. (4) A. C. Elder as he has not completed 18 years of age.

5. No. (3) W. G. H. Elliot, strictly speaking, is also ineligible for the scholarship as he has not passed the European High School Examination and has not completed the B.A. degree examination of the Madras University. The Director of Public Instruction however strongly supports Elliot's application, if any exemption from the rule can be granted. Dr. Bourne has interviewed Elliot and is very favourably impressed with him. He states that Elliot belongs to a well-known family in Madras; that his character antecedents and family circumstances are satisfactory; that he had a distinguished career at the Rajahmundry College; that it is supposed that he would have done well if he had been able to appear for the Science division of the B.A. examination; that his physique is very fair; and that his qualifications are superior to those of W. H. W. Adolphus—No. (1). Dr. Bourne considers that this is Elliot's last chance of getting the scholarship as he will be a few days too old to apply next year, and that Adolphus is young enough to apply next year.

6. It is for consideration whether Elliot may be recommended to the Government of India for the scholarship. The recommendation should be submitted to India by the 31st March—*vide* paragraph 3 (i) of India's Resolution on page 2 of G.O., No. 200, Educational, dated 5th April 1907.

T.K.—7-3-10.

Please see the procedure to be adopted in the selection of candidates for the European scholarship, laid down in Home Department letter No. 812, Educational, dated 11th October 1907. Under clause

(6) of paragraph 1 of the above resolution, the final selection for submission to the Government of India has to be made by the Madras Government, and the Secretary to Government should, if possible, also see the candidates. The nomination has to be submitted to the Government of India by the 31st March—*vide* paragraph 3 (i) of Home Department resolution on page 2 of G.O., No. 200, Educational, dated 5th April 1907. Orders are solicited whether the applicants should be required to come and see the Secretary and if so what day and time should be fixed for the purpose.

2. As regards the applicants, No. 4, A. C. Elder is under age, C. H. Delmege is not educationally qualified and W. H. W. Adolphus is apparently not a statutory native of India. The other candidate, W. G. H. Elliot, is also not qualified educationally for the scholarships but Dr. Bourne suggests that he may be recommended for the scholarship.

Do. do.

3. The scholarship was first instituted in 1907. In the first year this Government recommended one Mr. Thomson, in the second Mr. T. J. Enright, and in the third Mr. C. B. N. Taylor, but as only one scholarship is annually allotted to the whole of India, none of the above candidates was selected for the scholarship.

K. RANGASWAMI AIYANGAR—8-3-10.

The expression "dominions of Her Majesty" is usually construed as meaning "British India" but for the particular case of the Government of India Act, 1870, section 6, please see Ilbert's Government of India, page 236 at bottom. The expression "native of India" he says, as defined in this section, is construed as including persons born or domiciled in a Native State. It may be doubted whether suggestion of the Director of Public Instruction, and the assumption in the office-note, that Mr. Adolphus is excluded by paragraph 3 of India's resolution of 19th March 1907 are correct.

2. However there seems to be no reason why British Indian revenues should be expended on Native State subjects. Mysore may themselves give Mr. Adolphus a scholarship if they see fit to. In any case the channel of communication with India would apparently not be the Madras Government, but the Resident; and I don't quite understand how Mr. Fraser came to write his letter on page 37.

A. GALLETTI—8-3-10.

Of the four candidates whose names the Director of Public Instruction submits, Elder and Delmege may be ruled out at once. The former is under age and the latter is not qualified.

Of the remaining two, Adolphus is qualified, but Elliot, whom the Director of Public Instruction recommends, is not as he was unable to take his degree, having been bitten by a mad dog and so prevented from appearing for the science branch.

Elliot has excellent testimonials from Mark Hunter and the Rev. W. Penn and the Director of Public Instruction's recommendation may, I submit, be accepted.

Adolphus will have another chance while Elliot will not.

Both of them seem to have done well in their school careers so that it is not easy to say who of them is most likely to win distinction at College.

Elliot wants to go in for the Indian Civil Service, Adolphus for Engineering.

L. M. WYNCH—10-3-10.

We may send up Elliot's name and ask for him, though not qualified. There is very little chance for a Madras candidate.

M. H[AMMICK]—12-3-10.

Please draft.

L. M. WYNCH—14-3-10.

4 Nos. 138, 139, EDUCATIONAL, 18TH MARCH 1910.

Draft submitted for approval.

T.K.—16-3-10.

K. RANGASWAMI AYYANGAR—17-3-10.

A. GALLETT—17-3-10.

Issue.

L. M. WYNCH—18-3-10.

[G.O., Nos. 138, 139, Educational, dated 18th March 1910.]

C.No.432, from the Director of Public Instruction, No.7934, d/3-3-10.

ORDER.
P.S.

No 138 dated 18.3.10

The Government of India will be addressed.

T.K.
16-3-10.

17.3.10

No 139 of 18.3.10

Letter to

The Secretary to the Govt. of India
Home Department.

Sir,

With reference to paragraph 3(1) of the Resolution of the Government of India No.221-238, Education, dated 19th March 1907, I am directed to submit the name of Walter Gabriel Howell Elliot for the favourable consideration of the Government of India in connection with the scholarship to be awarded this year for members of the domiciled European and Eurasian community.

2. Mr. Elliot is a Eurasian and is a native of India within the meaning of Statute 33 and 34 Vict. Cap:3, section 6. He belongs to a wellknown family in Madras. He was born on the 29th March 1890 and will be 20 years of age on the 29th instant. The

Director

of balance with
enclosures keeping copies
of them for file. 18/3/10
5-10 pm

testd with
10 Encls -

19/3/10

G.O. no. 200 Edl.
5-4-07

E

Page 2 of C.F.

2
9 15 P
Director of Public Instruction, the
Hon'ble Dr. Bourne, who has ^{seen him} personal-
ly ~~interviewed Elliot~~, reports him to
be of good physique.

5. Mr. Elliot was a student of
the Government College at Rajahmundry,
where he had a distinguished career.
He had passed the English and second
language divisions of the B.A. Degree
examination of the Madras University
but was prevented from appearing
for the science division, ~~having been~~

as he was bitten ^{by} a rabid dog just a few days ~~before the examination~~ ^{and was}
~~in consequence~~ ^{he was} obliged to go to a
Pasteur Institute for ~~treatment~~ ^{believed}.
It is ^{believed} that he would have done
at the examination ^{well} had he been able to appear for it.
~~the examination~~. He wishes to study
for the Indian Civil Service.

4. I am to enclose, in original,
the application of the candidate,
together with the endorsement of the
Principal of the Rajahmundry College
forwarding the application, his birth
certificate and certificates of
health and character.

J.H.
16.3.10
17.3.10
H. 1/3
L. 18/3/10

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.
LEGISLATIVE

GOVERNMENT PRESS, MADRAS.

INSTRUCTIONS FOR THE SECRETARIAT 1910

Current No., dated 19 ..

G.O., No. 1387, dated 18.3.1910.

(b)

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

Docket... Scholarship to Europeans and Eurasians
Submitting for the favourable Consideration of the Govt. of India the
Name of Mr. W. G. H. Elliot in connection
with the scholarship to be awarded
to members of the domiciled European
and Eurasian community.

(c) 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 ... 2 3
For filing with original ... 1 1
Total ... 34 19

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies.....	1				
India Office.....					
Govt. of India..... Dept. 32					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department..... Dept.					
Total ...					

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
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 ...					

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

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

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS.
OOTY.

A

Please send proof in triplicate. The papers have been carefully edited.

B

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

Type may be released after usual interval.
at once.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.

.....Clerk.

.....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.....	22/2/10	LB
First proof furnished on.....	20/3/10	LB
Call for revised proof received on.....		
Revised proof furnished on.....		
Corrected proof received for striking on.....	12/4/10	LB
Final copies supplied on.....	12/4/10	LB

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	19	