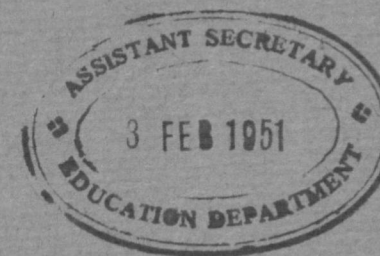


Government of Madras.

EDUCATIONAL DEPARTMENT.



Recd.

Enclosures

Regd.

1910.

Spare copies

G.O., No. 273, 21st May 1910.

T.N.P.

Colonel Love Memorial Fund.

Directing the publication in the Fort St. George Gazette of notifications vesting the —
in the Treasurer of Charitable Endowments and settling a scheme for its administration.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1910.

Enclosures

Spare copies

G.O., No. 273, 21st May 1910.

N. P.

Colonel Love Memorial Fund.

Directing the publication in the *Fort St. George Gazette* of notifications vesting the —
in the Treasurer of Charitable Endowments and settling a scheme for its administration.

G.O. 49 En
11-1-40

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 541, Educational, dated 28th September 1909.

ABSTRACT.—Accepting the offer of Mr. H. Nowroji, Honorary Secretary to the Colonel Love Memorial Fund, to endow in connection with the Engineering College three prizes in the name of Colonel H. D. Love, late Principal of that College, and requesting the Director of Public Instruction to obtain applications for vesting the fund in the Treasurer of Charitable Endowments and for settling a scheme for the administration of the fund.

II

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 26th April 1910.
No.—R.C. 3090 of 1909.

With reference to paragraph 3 of G.O., No. 541, Educational, dated 28th September 1909, I have the honour to submit two formal applications under the Charitable Endowments Act of 1890, one for vesting the "Colonel Love Memorial Fund" in the Treasurer of Charitable Endowments and the other for settling a scheme for the administration of the trust.

2. Two separate draft notifications on the subject prepared by the Government Solicitor are also submitted, in duplicate, for the approval of Government and publication in the *Fort St. George Gazette*.

3. The Accountant-General has reported that Government promissory notes of the face values noted below are held in the books of his office on account of the Endowment Fund:—

	RS.
079466—3½ of 1854-55	1,500
M 010478	1,000
M 006601—3½ of 1842-43	500
M 020414	100
120612	150
Total	3,250

ENCLOSURES.

Letter—from the Hon'ble Mr. C. A. SMITH, Chief Engineer, Public Works Department, and F. E. MORGAN, Esq., Acting Principal, College of Engineering, Madras.
To—the Secretary to Government, Educational Department.
Dated—Chepauk, the 4th November 1909.

Under section 6 (i) of Act, VI of 1890 we the undersigned, being the present administrators of the Colonel H. D. Love Prize Endowment Fund, hereby make a joint application that the fund be vested in the Treasurer of Charitable Endowments in accordance with the accompanying draft notification.

Letter—from the Hon'ble Mr. C. A. SMITH, Chief Engineer, Public Works Department, and F. E. MORGAN, Esq., Acting Principal, College of Engineering, Madras.

To—the Secretary to Government, Educational Department.

Dated—Chepauk, the 4th November 1909.

Under section 6 (i) of Act VI of 1890 we the undersigned, being the present administrators of the Colonel H. D. Love Prize Endowment Fund, hereby make a joint application that the scheme for the administration of the trust be settled in accordance with the terms of the accompanying draft notification.

NOTIFICATIONS.

I

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE COLONEL LOVE MEMORIAL FUND AT MADRAS.

It is hereby notified that the Governor of Fort St. George in Council in the exercise of the powers conferred by section 4 of the Charitable Endowments Act, 1890, doth hereby order and direct that the securities and moneys now in the hands of the Accountant-General of Madras and described in the Schedule hereto shall as from the date of publication of this notification vest in the Treasurer of Charitable Endowments for the territories subject to the Government of Madras and be held by him and his successors (subject to the provisions of the said Charitable Endowments Act, 1890, and to any rules which may from time to time be framed thereunder by the Governor-General of India in Council) upon the trusts for the purposes and subject to the conditions set forth in a scheme under section 5 of the said Charitable Endowments Act, 1890, for the administration of the said Colonel Love Memorial Fund.

Schedule.

Securities of promissory notes of the Government of India of the—

	RS.
1854-1855	1,500
1842-1843	1,000
1865	500
1900-1901	100
3½ per cent loan of	150
Total	3,250

	RS.
Of the face value of	3,250
Cash	..

II

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE COLONEL LOVE MEMORIAL FUND AT MADRAS.

It is hereby notified that the Governor of Fort St. George in Council in the exercise of the power conferred by section 5 of the Charitable Endowments Act, 1890, has settled the scheme set forth in the schedule hereto for the administration of the securities and other property vested in the Treasurer of Charitable Endowments by notification No. .. dated .. 1910 and that such scheme shall come into operation on the .. day of .. 1910.

Scheme.

1. The Chief Engineer, Public Works Department, Madras, and the Principal of the College of Engineering, Madras, shall be the administrators of the Colonel Love Memorial Fund and the securities and money which were vested in the Treasurer of Charitable Endowments by notification No. .. dated .. 1910.

2. From and out of the interest accruing on the Colonel Love Memorial Fund shall be provided annual prizes of the aggregate value of about Rs. 115 in the form of books which shall be called the Colonel Love prizes.

3. The said prizes shall be awarded in manner following:—

(1) One prize of the value of about Rs. 52-8-0, being the amount of interest on Rupees 1,500, shall be awarded to the student of the senior division of the Engineer class who stands first in Applied Mechanics.

(2) One prize of the value of about Rs. 35, being the amount of interest on Rs. 1,000, shall be awarded to the student of the senior division of the Upper Subordinate class who stands first in Hydraulic Engineering.

(3) One prize of the value of about Rs. 26-4-0, being the amount of interest on Rupees 750, shall be awarded to the student of the Lower Subordinate class who stands first on the results of the final examination.

4. If in any year the prizes be not awarded the value thereof shall be added to the corpus of the fund.

Order—No. 273, Educational, dated 21st May 1910.

The following notifications will be published in the *Fort St. George Gazette* :—

NOTIFICATIONS.

I

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE COLONEL LOVE MEMORIAL FUND AT MADRAS.

It is hereby notified that the Governor of Fort Saint George in Council in the exercise of the powers conferred by section 4 of the Charitable Endowments Act, 1890, doth hereby order and direct that the securities and moneys now in the hands of the Accountant-General of Madras and described in the schedule hereto shall as from the date of publication of this notification vest in the Treasurer of Charitable Endowments for the territories subject to the Government of Madras and be held by him and his successors (subject to the provisions of the said Charitable Endowments Act, 1890, and to any rules which may from time to time be framed thereunder by the Governor-General of India in Council) upon the trusts for the purposes and subject to the conditions set forth in a scheme under section 5 of the said Charitable Endowments Act, 1890, for the administration of the said Colonel Love Memorial Fund.

Schedule.

Securities or promissory notes of the Government of India of the—

			RS.	RS.
3½ per cent. loan of	1854-1855		1,500	
	1854-1855		1,000	
	1842-1843		500	
	1865		100	
	1900-1901		150	
Total			3,250	
Of the face value of				3,250
Cash				

II

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890, AND IN THE MATTER OF THE COLONEL LOVE MEMORIAL FUND AT MADRAS.

It is hereby notified that the Governor of Fort Saint George in Council in the exercise of the power conferred by section 5 of the Charitable Endowments Act, 1890, has settled the scheme set forth in the schedule hereto for the administration of the securities and other property vested in the Treasurer of Charitable Endowments by notification No. 60, dated 21st May 1910, and that such scheme shall come into operation on the first day of July 1910.

Scheme.

1. The Chief Engineer, Public Works Department, Madras, and the Principal of the College of Engineering, Madras, shall be the administrators of the Colonel Love Memorial Fund and the securities and moneys which were vested in the Treasurer of Charitable Endowments by notification No. 60, dated 21st May 1910.

2. From and out of the interest accruing on the Colonel Love Memorial Fund shall be provided annual prizes of the aggregate value of about Rs. 115 in the form of books which shall be called the Colonel Love prizes.

3. The said prizes shall be awarded in manner following :—

(1) One prize of the value of about Rs. 52-8-0, being the amount of interest on Rs. 1,500, shall be awarded to the student of the senior division of the Engineer class who stands first in Applied Mechanics.

(2) One prize of the value of about Rs. 35, being the amount of interest on Rs. 1,000, shall be awarded to the student of the senior division of the Upper Subordinate class who stands first in Hydraulic Engineering.

(3) One prize of the value of about Rs. 26-4-0, being the amount of interest on Rs. 750, shall be awarded to the student of the Lower Subordinate class who stands first on the results of the final examination.

4. If in any year the prizes be not awarded, the value thereof shall be added to the corpus of the fund.

(True Extract.)

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

To the Director of Public Instruction.
" Accountant-General and Treasurer of Charitable Endowments.
Gazette.
Editors' Table (order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 273, EDUCATIONAL, DATED
21st MAY 1910.

[SUBJECT.—*Vesting of the Colonel Love Memorial Fund in the Treasurer of Charitable Endowments.*]

Previous papers :

G.O., No. 476, Educational, dated 23rd June 1908.
" " 541 " " 28th September 1909.

From the Director of Public Instruction, dated 26th April 1910, No. 3090.

The applications under the Charitable Endowments Act of 1890 for vesting the "Colonel Love Memorial Fund" in the Treasurer of Charitable Endowments and for settling a scheme for the administration of the trust referred to in paragraph 1 of the Director of Public Instruction's letter have not been received. The Director of Public Instruction may be requested u.o. to forward them.

T.K.—2-5-10.

K. RANGASWAMI AIYANGAR—3-5-10.

Yes.

S. H. SLATER—3-5-10.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I have now placed them in the file. They were, I regret to say, mislaid by the despatching clerk.

A. G. BOURNE—17-5-10.

EDUCATIONAL DEPARTMENT.

In G.O., No. 541, Educational, dated 28th September 1909, the Government accepted the offer of Mr. H. Nowroji, Honorary Secretary, Colonel Love Memorial Fund, to endow in connection with the College of Engineering, Madras, three prizes in the name of Colonel Love, late Principal of that College, and requested the Director of Public Instruction to obtain two formal applications under the Charitable Endowments Act, 1890, one for vesting the fund in the Treasurer of Charitable Endowments and the other for settling a scheme for the administration of the endowment.

2. The Director of Public Instruction now submits these applications and draft notifications to give effect to them. The notifications may be approved and published in the *Fort St. George Gazette*. In the second notification, "1st July 1910" has been entered as the date on which the scheme for the administration of the endowment shall come into force.

3. The draft below is for approval.

T.K.—18-5-10.

The draft notifications follow the wording of the notifications published under G.O., No. 476, Educational, dated 23rd June 1908, regarding the Francis Cotton Walker Scholarship Endowment Fund.

K. RANGASWAMI AIYANGAR—18-5-10.

Issue.

S. H. SLATER—19-5-10.

L. M. WYNCH—21-5-10.

[G.O., No. 273, Educational, dated 21st May 1910.]

190

C. No. 857, From the D.P.I., No. 3090, dated 26-4-1900.

” ” ” ” ” ” ” 190 .

[illegible]

No. 273, dated 21. 5. 1960.

P. S.

The following notifications
will be published in the Fort
St George Gazette: -

Sp 21/5.

copy sent
Q
23/5

7

The D.P.I.

-- A.G. + Treasurer of Charitable
Endowments

Garfield

Gazette:
Edition: Table (order only)

U
Press
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for Gazette
23-5-10

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21-5-10 2 2

6
Gandhi
10/13 SP

NOTIFICATION

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890.

and

IN THE MATTER OF THE COLONEL LOVE MEMORIAL FUND AT MADRAS

It is hereby notified that the Governor of Fort Saint George in Council in ^{the} exercise of the powers conferred by section 4 of the Charitable Endowments Act, 1890, doth hereby order and direct that the securities and moneys now in the hands of the Accountant General of Madras and described in the Schedule hereto shall as from the date of publication of this notification vest in the Treasurer of Charitable Endowments for the territories subject to the Government of Madras and be held by him and his successors (subject to the provisions of the said Charitable Endowments Act 1890, and to any rules which may from time to time be framed thereunder by the Governor General of India in Council) upon the trusts for the purposes and subject to the conditions set forth in a scheme under section 5 of the said Charitable Endowments Act 1890 for the administration of the said Colonel Love Memorial Fund.

7 11 sp

[Faint handwritten notes, possibly "V. 100"]

of the Government of India of the

of the face value of - - - - - 3,250 0 0

[illegible]

4 4
9 12 5/18

NOTIFICATION

IN THE MATTER OF THE CHARITABLE ENDOWMENTS ACT, 1890.

a n d

IN THE MATTER OF THE COLONEL LOVE MEMORIAL FUND AT MADRAS.

It is hereby notified that the Governor of Fort
Saint George in Council in the exercise of the power
conferred by section 5 of the Charitable Endowments
Act, 1890, has settled the scheme set forth in the
schedule hereto for the administration of the securities
and other property vested in the Treasurer of Charitable
Endowments by notification No. 60 dated 21st May 1910
and that such scheme shall come into operation on the
first day of July 1910.

S C H E M E.

1. The Chief Engineer Public Works Department, Madras,
and the Principal of the College of Engineering, Madras,
shall be the administrators of the Colonel Love Memorial
Fund and the securities and money which were vested in
the Treasurer of Charitable Endowments by notification
No. 60 dated 21st May 1910.

2. From and out of the interest accruing on the
Colonel Love Memorial Fund shall be provided annual

5 5 9 13-8-8

annual prizes of the aggregate value of about Rs 115/-
in the form of books which shall be called the Colonel
Love prizes.

3. The said prizes shall be awarded in manner
following:--

(1) One prize of the value of about Rs 52-8-0
being the amount of interest on Rs 1,500 shall be
awarded to the student of the Senior Division of the
Engineer Class who stands first in Applied Mechanics.

(2) One prize of the value of about Rs 35 being
the amount of interest on Rs 1,000 shall be awarded
to the student of the senior division of the Upper
Subordinate class who stands first in Hydraulic
Engineering.

(3) One prize of the value of about Rs 26-4-0
being the amount of interest on Rs 750 shall be
awarded to the student of the Lower Subordinate class
who stands first on the results of the final examination.

4. If in any year the prizes be not awarded, the
value thereof shall be added to the Corpus of the fund.

7/4/
30-4-10
18-5-10

AD
18-5-10

Sm
19-5-10

L. M. B.
21/5/10

ORDINARY.

PRESS SLIP.

PREFERENCE.

EDUCATIONAL DEPARTMENT.

URGENT (a).

GOVERNMENT OF MADRAS.

5 MAY 1910
INSTRUCTIONS FOR THE
REGISTRAR SECRETARIAT.

Current No. 857, dated 26-4-1910.
G.O., No. 273, dated 21-5-1910.

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

Docket: Colonel Love Memorial Fund
Directing the publication in the Fort St. George
Gazette of ratifications, vesting the
in the Trustees of the Government
and settling a scheme for the
administration

(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	7
For filing with original	...	...	...		
Total				34	9

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....	3				
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		5			
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 discre-
tion 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 Superin-
tendent 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	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	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.	Type may be released after usual interval.	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.....	26/5/10
First proof furnished on.....	2/6/10
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	9-6-10
Final copies supplied on.....	15-6-10

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....	18		
For Volumes.....	16		
For E.T.....			
Total ...	68	19	

Government of Madras.

EDUCATIONAL DEPARTMENT.

✓

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 274, 21st May 1910.

Catalogue of books.

Transmitting to the Secretary of State and to the Government of India copies of the —
registered during the fourth quarter of 1909.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from Rao Bahadur M. RANGACHARYA, M.A., Registrar of Books, Madras.
To—the Secretary to Government, Educational Department (through the Director
 of Public Instruction, Madras).

Dated—the 14th April 1910.

No.—660.

I have the honour to submit herewith the printed copy of the Catalogue of Books registered in the Madras Presidency during the quarter ending the 31st December 1909 with the following report on the catalogue.

2. It is worthy of note that the output of publications presented for registration during the quarter has beaten the record of previous years. This notable increase in the number of registered publications appears to be due to increased literary and publishing activity in the country. If the present rate of progress continues, the amount of work thrown upon the Registrar and his small staff is certain to increase to the extent of demanding a rapid extension of help and accommodation for the proper conduct of the work and the safe custody of the books.

3. The total number of publications received and registered during the quarter is 839. Of these, 536 have been grouped as "Books" and 303 as "Periodicals".

4. The classification of the collection in the order of languages shows that English including diglot publications has contributed 248 works, Dutch 1, French 1, Italian 1, Tamil 245, Telugu 146, Malayalam 43, Canarese 15, Tulu 1, Uriya 9, Lushai 2, Hindustani 10, Arabic 39 and Sanskrit 78 printed in Telugu, Grantha and Nagari characters.

5. A little more than 16 per cent of the total number registered consists of works designed for educational purposes.

6. The total number of copyright entries made during the quarter under report is 152 including 10 Government publications registered free of charge and 6 other works detailed in the list appended to the accompanying catalogue.

N. Ref. on Cur. No. 2530/10, dated 19th April 1910.

Submitted to Government.

A. G. BOURNE,
 Director of Public Instruction.

Order—No. 274, Educational, dated 21st May 1910.

Copies of the Catalogue of Books registered during the fourth quarter of 1909 will be transmitted to the Secretary of State for India and to the Government of India.

(True Extract.)

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

To the Director of Public Instruction.

E. & L.
 M.
 2,000—14-1-89.

Educational DEPARTMENT.

3

C. No. 816 From the S.P. 9 No. 2530/10, dated 19-4-1910.

SUBJECT. Catalogue of Books registered during the 4th quarter of 1909.

The draft order and letter placed below are submitted for approval.

PR
 26-4-10
 AD
 26-4-10

Issue
 54
 27-4-10

To the D. P. I.



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58
Potacamund,

Educational No.

275
272 21. 5. 20.
26. 4. 10.

190

To

THE SECRETARY TO THE

GOVERNMENT OF INDIA,

HOME DEPARTMENT.

SIR,

I am directed to transmit a copy of a catalogue of books registered under the Press and Registration of Books Act, 1867, during the 4th quarter of 1909 containing the particulars specified in section 18.

2. An extract from the report of the Registrar of Books is annexed.

I have the honour to be,

Sir,

Your most obedient Servant,

Sir

27.4.10

Assistant Secretary to Government.

PP
26.4.10.

26.4.10.

/amure /

(Paras 2 to 6 of the Registrar's letter numbered paras 1 to 5).

Government {190} of Madras.

EDUCATIONAL.

From

THE SECRETARY TO THE GOVERNMENT OF MADRAS,
EDUCATIONAL DEPARTMENT,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA, HOME DEPARTMENT.

Letter No.

190 .

Subject.

TRANSMITTING a copy of a catalogue of books registered during the quarter of 190 together with an extract from the report of the Registrar of Books.

[E. & L.]
89

590-15-3-09.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No. 816, dated 19-4-1910.

G.O., No. 221, dated 28-4-1910.

Letter No. 275

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

Docket Catalogue of Books

Transmitting to the Secretary of State and to the Govt. of India copies of the registered books during the fourth quarter of 1909.

(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
Ooty Records ... 3
For filing with original ... 7

Total ... 34

FOR ISSUE.†

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

Signature copies.....

India Office.....

Govt. of India.....Dept. 7 3

Public Department.....

Judicial Department.....

Financial Department.....

Revenue Department.....

Public Works Department.....

Local and Municipal Department.....

Dept.

Total ...

Spare copies.

The Director of Public Instruction.....

The Comr. for Govt. Examinations.....

The Superintendent, Govt. Museum.....

The Surgeon-General.....

The Accountant-General.....
The Collector of.....
The P. D. B.....
The
The
The
The
The
The
The
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.

(b) 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.)

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* To be initialed and dated.

(P.T.O.)

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.....	4-5-10	ST	
First proof furnished on.....	9-5-10	ST	
Call for revised proof received on.....	↓		
Revised proof furnished on.....	↓		
Corrected proof received for striking on.....	23-5-10	ST	
Final copies supplied on.....	27-5-10	ST	
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24		
" " " Issue.....	8		
For Volumes....	16		
For E.T.....			
Total ...	58		