

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

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10

G.O., No. 372, 1st July 1910.

N. P.

Oriental Manuscripts Library.

Sanctioning, with effect from 1st August 1910, the proposition statement for the reorganization of the Government — and requesting the Director of Public Instruction to expedite the proposals for the provision of a new building for the library.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

Recd.

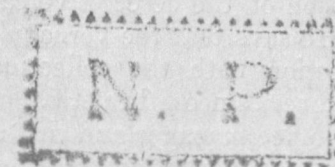
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G.O., No. 372, 1st July 1910.



Oriental Manuscripts Library.

Sanctioning, with effect from 1st August 1910, the proposition statement for the reorganization of the Government — and requesting the Director of Public Instruction to expedite the proposals for the provision of a new building for the library.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

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 (through the Accountant-General.)

Dated—Madras, the 28th April 1910.

No.—Ref. on Cur. No. 8177 of 1909.

With reference to paragraph 3 of G.O., No. 491, Educational, dated 25th August 1909, I have the honour to submit the following proposals for the reorganization of the Oriental Manuscripts Library.

2. The Curator reports that the work of the library, which is varied and voluminous, has been steadily growing in recent years and that the present establishment including the temporary hands are not even just enough to do the work relating to the preparation and publication of the descriptive catalogues and to attend to the current work of the library. He says that the vernacular munshi who was appointed specially to do work in connection with the collections of local records and other vernacular manuscripts has, ever since the creation of the appointment, been discharging the function of an office manager and that since he has all along been the only English knowing member on the establishment he has also had to do the work of a clerk in conducting the correspondence and keeping the accounts. Further it is stated that editing works of value have not been done to any noticeable extent till in recent years, obviously for the reason that the Curator has not had enough help afforded to him to do such work. Thus it will be seen that the strengthening of the establishment is very necessary in view to place the institution on an efficient condition. In regard to this matter, the Curator proposes for the anglo-oriental part of the work to be done in the library the employment of—

	RS.
(1) A librarian on	80—4 —100
(2) An assistant librarian on	60—4 — 80
(3) A clerk on	25—2½ — 40

Owing to the specialistic nature of the work to be done in the library it is proposed to have for the posts of librarian and assistant librarian graduates possessing special linguistic knowledge willing to stay and acquire experience in the library and while one of them should be capable of assisting the Curator in all anglo-sanskritic work to be done, the other should be serviceable to him in carrying out the anglo-vernacular items of work. If these two officers are then to devote their time to the work for which they are specially appointed, it is necessary that the growing clerical work, including the correction of proofs and the maintenance of accounts, should be entrusted to a separate person.

For the purely oriental side, the Curator proposes to have, in addition to the two pandits who are already on the establishment, four permanent pandit copyists on the following scales of pay :—

	RS.
Senior pandit	40—2—60
Junior pandit	30—2—40
One copyist (Sanskrit)	30
Do. do.	25
Do. (Tamil)	25
Do. (Telugu)	20

The pandits are responsible for the preparation of the descriptive catalogue slips and the correction of proofs and they are also expected to help the Curator and the librarian in editing and research work. For this kind of work capable pandits are essential, but such men cannot be had, and even if procured they cannot be made to turn out satisfactory work if the present low rates of pay, viz., Rs. 30 and Rupees 20—1—25 are continued. These pandits are moreover prone to compare their work as well as their pay with the work and pay of the pandits employed in colleges. Their learning and abilities not being lower than those of the college pandits and their work not being in any way less onerous, the Curator thinks that they should be allowed a more liberal scale of salaries than at present. As for the copyists he thinks that they should be real pandits as the employment of persons of inferior qualifications will in the end tend to spoil the value of the library as a whole.

With regard to the special attender referred to by Government in paragraph 3 (b) of their Order No. 491, Educational, dated 25th August 1909, it is proposed to employ a person who will possess an elementary knowledge of English, Sanskrit and if possible some of the vernacular languages and to fix his pay at Rs. 15—1—20.

It is also proposed to have one more peon in addition to the two peons now on the establishment. One of the latter is mostly engaged in out-door work, while the other has to attend to the calls of the members of the staff besides dusting and oiling the manuscripts and exposing them to the sun. As much of the work required for the preservation of manuscripts is not possible for one peon to do, the employment of an additional peon is considered necessary to carry out this important work satisfactorily. A statement showing the nature of the work which the pandits and the other members of the establishment will be required to perform is submitted for the information of Government.

3. The above proposals seem to me to have been well considered and to be calculated to improve the efficiency of the institution and I accordingly beg to recommend that they be sanctioned subject to the modification that three permanent copyists one for each of the languages Sanskrit, Tamil, Telugu should suffice—any occasional increase of work which the Sanskrit copyist cannot do being done by either of the two pandits if possible or by the employment of a temporary hand who could be paid from the provision for transcription of manuscripts—and that the scale of salaries be slightly altered as shown below. The scale proposed by the Curator is also given for facility of comparison :—

Designation of appointment.	Scale proposed by the Curator.	Scale recommended by me.
	RS.	RS.
Librarian	80—4 —100	80—4—100
Assistant librarian	60—4 — 80	50—5— 75
Senior pandit	40—2 — 60	40—2— 50
Junior „	30—2 — 40	30—2— 40
Clerk	25—2½ — 40	25—3— 40

Copyist establishment.

One copyist (Sanskrit)	30	25—1— 30
One „	25	Not necessary.
One „ (Tamil)	25	20—1— 25
One „ (Telugu)	20	20—1— 25
One attender	15—1 — 20	15—1— 20
Three peons	1 (9), 1 (8) and 1 (7).	1 (9) and 2 (8).

4. If the scale of salaries as recommended by me is approved, the minimum cost will be Rs. 330 *per mensem* and, taking into account the cost of the two temporary copyists now employed on wages amounting to Rs. 32 *per mensem* on an average the proposals will involve an increased expenditure of Rs. 149 *per mensem* (Rs. 330 *less* Rs. 181 the present cost). There is no provision in the budget estimate for the current year to meet the additional charge, but if the revised scale is sanctioned with effect from 1st October next, the extra cost for five months of the year amounting to Rs. 745 can be met partly by reappropriation and partly by savings in the allotment provided for "Transcription of Manuscripts" in the current year's budget, a reappropriation statement being submitted after the receipt of the final issue of the Civil budget estimate and orders on these proposals.

5. The necessary proposition statement is herewith submitted.

6. The Curator considers the present building quite unsuited to the requirements of the library and proposes to have altogether a new building adjoining the Connemara Library. On this subject however I shall address Government later in a separate communication.

A

Designation.			A	Nature of the work to be done.
Senior pandit	..	..	..	To attend to the preparation of the descriptive catalogue slips and to correct proofs. To help the librarian and the Curator in editing and research work.
Junior pandit	..	..	..	To supervise the work of the copyists. To attend to the preparation of the descriptive catalogue slips and to correct proofs. To help the librarian and the Curator in editing and research work. To supervise the work of the copyists.

Copying establishments.

Copyist (Sanskrit)	..	..	..	To transcribe manuscripts and to help in the preparation of catalogue slips
Copyist (Tamil)	..	..	..	{ To help the assistant librarian in the preparation of the descriptive catalogue of vernacular manuscripts and records in the first instance; and to transcribe manuscripts.
„ (Telugu)	..	..	..	

C

Inferior servants.

Attender	..	..	..	..	To take out and give manuscripts to readers and copyists and restore them to their proper places ; To maintain the register containing the names of the visitors and of the manuscripts consulted by them. To supervise the work of dusting and oiling the manuscripts ; To attend to the proper arrangement of books and manuscripts in the shelves.
One peon	..	..	..	..	To go to the press whenever necessary ; To take papers and proofs to and from the Curator. To deliver bills and cash cheques and to attend to the work of dusting and oiling the manuscripts when not engaged in out-door work.
One peon	..	..	..	..	To keep watch at the gate and to see that the visitors do not injure the manuscripts and books. To dust manuscripts and books ; To attend to the calls of the members on the staff.
One peon	..	..	..	..	To dust and oil the manuscripts, to dust books, and expose them all to sunlight.

STATEMENT of proposition for revision of establishment.

[illegible]

II

Endorsement No. P.A.-3/2383, dated 12th May 1910.

The entries in the column "Present scale" have been compared with the registers of this office, and are correct with the exception of the entry in column 16 which has now been corrected.

2. There is no audit objection to the proposal being sanctioned by Government.

J. F. GRAHAM,
Offg. Accountant-General.

III

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 (through the Accountant-General).

Dated—Madras, the 4th May 1910.

No.—Ref. on Cur. No. 8177 of 1909.

In continuation of my letter Ref. on Cur. No. 8177/1909, dated 28th April 1910, I have the honour to state that I have since been informed by the Accountant-General that an additional provision of Rs. 1,000 has been made by Government in the Preliminary issue of the current year's budget under the head "Purchase and Collection of Oriental Manuscripts" on account of the proposed strengthening of the establishment in the Oriental Manuscripts Library and that therefore the submission of a reappropriation statement promised in paragraph 4 of my letter quoted above will not be necessary as the extra charge amounting to Rs. 745 required for the current year can be met from the above provision.

No. Bud. 41—2516, dated 14th May 1910.

Forwarded in continuation of this office endorsement No. P.A. 3-2383, dated 12th May 1910.

J. F. GRAHAM,
Offg. Accountant-General.

Order—No. 372, Educational, dated 1st July 1910.

The proposition statement is sanctioned with effect from 1st August 1910.

2. This sanction will be registered as No. 90 of 1910-1911.

3. The Director of Public Instruction will be requested to expedite the proposals for the provision of a new building for the library, referred to in paragraph 6 of his letter No. 8177, dated 28th April 1910.

(True Extract.)

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

To the Director of Public Instruction.
,, Financial Department.

NOTES CONNECTED WITH G.O., No. 372, EDUCATIONAL, DATED 1ST JULY 1910.

[SUBJECT.—Proposals for the reorganization of the Government Oriental Manuscripts Library.]

Previous papers.

G.O., No. 491, Educational, dated 25th August 1909.

" " 117 " " 12th March 1910.

From the Director of Public Instruction, dated 28th April 1910, No. 8177.

From the Director of Public Instruction, dated 4th May 1910, No. 8177.

The Director of Public Instruction submits proposals for the reorganization of the Government Oriental manuscripts Library, Madras.

2. In reviewing the report on the working of the library during 1908-1909 the Government considered that something should be done to improve the library and called for proposals for its reorganization. The proposals, they said, should embrace a consideration of the following matters:—

(a) the hastening of the cataloguing of the Tamil and Telugu manuscripts, which was proceeding slowly;

(b) facilitating the production of manuscripts required by readers, by simplifying the existing requisition slips and providing a special attender for the duty;

(c) placing the existing copying establishment on a permanent footing, so as to attract better men; and

(d) increasing the existing accommodation, whether by the use of adjoining rooms in the present building or by erecting new ones—vide G.O., No. 491, Educational, dated 25th August 1909.

3. *Present staff.*—The staff of the library at present consists of—

- (1) a vernacular munshi on Rs. 40 per mensem,
- (2) an assistant librarian on Rs. 30 per mensem,
- (3) a clerk on Rs. 20—1—25 and
- (4) two peons on Rs. 7 each.

There is also a temporary establishment of a proof-reader on Rs. 25 and a Telugu pandit on Rs. 20. There is no special copying establishment, but copyists are employed for the transcription of manuscripts and paid from the allotment annually sanctioned for that purpose.

4. *Reasons for strengthening the staff.*—The curator of the Library reports that the work of the library, which is varied and voluminous, has been steadily growing in recent years and that the present establishment including the temporary hands are not even just enough to do the work relating to the preparation and publication of the descriptive catalogues and to attend to the current work of the library. The Director of Public Instruction agrees with the Curator and considers that the strengthening of the library establishment is very necessary in order to place the institution in an efficient condition.

5. *Proposed staff.*—The Director accordingly proposes the following staff:—

					Average cost.
					RS. A. P.
One librarian	..	..	..	80—4—100	95 0 0
One assistant librarian	..	..	..	50—5—75	68 12 0
One senior pandit	..	..	..	40—2—50	47 8 0
One junior pandit	..	..	..	30—2—40	37 8 0
One clerk	..	..	..	25—3—40	36 4 0

Copyist establishment.

	RS.	Average cost. RS. A. P.
One copyist (Sanskrit)	25-1-30	28 12 0
One copyist (Tamil)	20-1-25	23 12 0
One copyist (Telugu)	20-1-25	23 12 0
One attender	15-1-20	18 12 0
One peon	9	9 0 0
2 Peons	8 each	16 0 0
		405 0 0

6. *Cost of the proposed staff.*—The average cost of the Director's proposal is Rs. 405 per mensem. The average cost of the existing establishment is Rupees 152-12-0; the Director's proposals therefore involve an additional cost of Rupees 252-4-0 per mensem or Rs. 3,027 per annum. The Curator proposed to have four copyists—two for Sanskrit, one for Tamil and one for Telugu; but the Director considers that three copyists should suffice, one each for Sanskrit, Tamil and Telugu, any occasional increase of work which the Sanskrit copyist cannot do being done by either of the two pandits if possible or by the employment of a temporary hand. The Director has also slightly modified the scale of salaries proposed by the Curator.

7. *Duties of the staff.*—The librarian and assistant librarian will assist the Curator, one in all anglo-sanskrit work to be done and the other in carrying out the anglo-vernacular items of work. The pandits will be responsible for the preparation of the descriptive catalogue slips and the correction of proofs; they will also be expected to help the Curator and the librarians in editing and research work. The copyists will transcribe manuscripts and assist in the preparation of descriptive catalogue slips. The duty of the attender will be to take out and give manuscripts to readers and copyists and restore them to their proper places; to maintain the registers of visitors and of manuscripts consulted; to supervise the work of dusting and oiling the manuscripts and to attend to the proper arrangements of books and manuscripts in the library.

8. *Date from which the reorganization is to take effect.*—Assuming that the scale of salaries as recommended by him is approved, the Director states that effect may be given to his proposals from 1st October next. This proposal was, however, made on the supposition that there was no provision in the budget for the current year to meet the additional cost. But, as pointed out by the Accountant-General, an additional provision of Rs. 1,000 has been made by Government in the current year's budget for strengthening the establishment of the library; and the Director's proposals, if sanctioned, may come into effect from an earlier date than 1st October 1910. The minimum cost of the Director's proposals is Rs. 330 per mensem and taking into account the cost of the two temporary copyists now employed on wages amounting to Rs. 32 per mensem on an average and paid from the allotment for transcription of manuscripts, the additional cost which the proposals of the Director of Public Instruction will involve is Rs. 149 per mensem (Rs. 330 — Rs. 181, the present cost). The provision of Rs. 1,000 made in the budget will thus suffice to meet the additional cost for seven months and the proposals, if sanctioned, may be given effect to from 1st August 1910.

Vide also paragraph 11 on page 4 of the Budget notes.

9. It is for consideration whether the proposals of the Director of Public Instruction may be sanctioned and, if so, whether effect may be given to them from 1st August next.

10. On the subject of providing new and better accommodation for the library, the Director proposes to address Government later in a separate communication.

T.K.—30-5-10.

Attention is solicited to the notes with G.O., No. 491, Educational, dated 25th August 1909. The proposals of the Director of Public Instruction may, it is submitted, be approved.

K. RANGASWAMI AIYANGAR—2-6-10,

May be approved, I submit, with effect from 1st August 1910, as funds are available for seven months' expenditure.

S. H. SLATER—3-6-10.

Please draft accordingly for Honourable Member's approval.

L. M. WYNCH—6-6-10.

The draft order placed below is submitted for approval. If approved, it may be sent to the Financial Department u.o. for acceptance.

P.R.—9-6-10.

K. RANGASWAMI AIYANGAR—9-6-10.

S. H. SLATER—10-6-10.

L. M. WYNCH—11-6-10.

To the Financial Department.

FINANCIAL DEPARTMENT.

Item 3 on pages 76 and 77 of G.O., No. 491, Educational, dated 25th August 1909.

* [Not accepted in Financial. The Government Order issued before the extract from the notes (page 27) to G.O., No. 516, Financial, dated 19th November 1909, was communicated to the departments of the Secretariat.]

The case relates to the revision of the establishment of the Oriental Manuscripts Library, proposals in regard to which were called for in G.O., No. 491, Educational, dated 25th August 1909, with a view to improve its working capacity, and place the institution on an efficient condition.

2. The following statement shows (1) the existing establishment, (2) the scale proposed by the Curator and (3) the scale proposed by the Director of Public Instruction:—

Existing scale.		Scale proposed by the Curator.		Scale proposed by the Director of Public Instruction.	
(1)		(2)		(3)	
PERMANENT.	Cost per mensem.	PERMANENT.	Cost per mensem.	PERMANENT.	Cost per mensem.
<i>Clerical establishment.</i>		<i>Clerical establishment.</i>		<i>Clerical establishment.</i>	
1 vernacular munshi	40	1 librarian (80-4-100)	95	1 librarian (80-4-100)	95
1 assistant librarian	30	1 assistant librarian (60-4-80)	75	1 assistant librarian (60-5-75)	66½
1 clerk (20-1-25)	23½	1 senior pandit (40-2-60)	53½	1 senior pandit (40-2-50)	47½
.....	..	1 junior pandit (30-2-40)	37½	1 junior pandit (30-2-40)	37½
.....	..	1 clerk (25-2½-40)	36	1 clerk (25-3-40)	36½
.....	..	1 copyist	30	1 copyist (25-1-30)	28½
.....	..	2 copyists (25)	50	2 copyists (20-1-25)	47½
.....	..	1 copyist	20		..
2 Total	98½	2 Total	396½	2 Total	361½
<i>Inferior servants.</i>		<i>Inferior servants.</i>		<i>Inferior servants.</i>	
2 peons (7)	14	1 attender (15-1-20)	18½	1 attender (15-1-20)	18½
.....	..	1 peon	9	1 peon	9
.....	..	1	8	2 peons (8)	16
.....	..	1	7		..
2 Total	14	2 Total	42½	2 Total	43½
Grand total	(a) 107½	Grand total	439½ (b)	Grand total	(c) 405
<i>Temporary.</i>		<i>Temporary.</i>		<i>Temporary.</i>	
1 clerk	20		..		..
1 proof-reader	25		..		..
2 Total	45		..		..

(b) minus (a) = Rs. 331½ per mensem.

(c) minus (a) = Rs. 297½ per mensem.

The extra cost under *Permanent establishments* according to the Curator's proposal is thus Rs. 331½ *per mensem* or Rs. 3,982 *per annum*; and according to the Director of Public Instruction's proposal is Rs. 297¼ *per mensem* or Rs. 3,567 *per annum*.

3. *Strengthening the establishment*.—The Curator asks for 8 additional permanent hands (6 on the clerical establishment and 2 inferior servants), but the Director of Public Instruction states that 7 additional permanent hands (5 on the clerical establishment and 2 inferior servants) will suffice. The Educational Department are satisfied with the necessity for the additional hands. This may be accepted in Financial.

4. *Scale of pay*.—Except in the case of peons, the Director of Public Instruction proposes an incremental scale throughout.—

(a) *Librarian and assistant librarian* (pay Rs. 80—4—100 and Rs. 50—5—75, respectively).—For these posts graduates are to be appointed. There being no scope for promotion in the case of men who will fill these posts, it is submitted that in

C. REILLY. | their case incremental pay seems suitable and may be allowed.

Director
of
Public
Instruction's
scale
Cost per
mensem.

	Rs.	Rs.
One senior pandit (40-2-50)	47½	45
One junior " (30-2-20)	37½	35
One copyist (25-1-30)	28½	30
One " (20-1-25)	28½	25
One " (20-1-25)	28½	20
Total ..	161½	115

M

See
below.

C. REILLY.

(b) *Senior pandit* (Rs. 40—2—50), *junior pandit* (Rs. 30—2—40) and 3 *copyists* (1 on Rs. 25—1—30 and 2 on Rs. 20—1—25).—The copyists are to be real pandits, so that in reality there will be five pandits in all. The Director of Public Instruction suggests incremental scales of pay for all these men. It is submitted for orders whether, as there are five pandits, it will not be preferable to adopt grades of fixed pay in the case of these men as shown in the margin.

(c) *Clerk* Rs. (25—3—40).—There is to be only one clerk, and it is submitted that in his case incremental scale of pay may be allowed.

C.R.

(u) *Attender* Rs. (15—1—20).—There is to be only one attender; it is submitted that here also incremental scale of pay may be allowed.

C.R.

(e) *Minimum pay of peons* (1 on Rs. 9 and 2 on Rs. 8).—There are now two peons on Rs. 7 and the Director of Public Instruction proposes the addition of another peon; and he proposes a pay of Rs. 9 for one of the peons, and Rs. 8 for each of the other two.

There are several peons on Rs. 7 in the offices in the Presidency town; but, in G.O., No. 117, Educational, dated 12th March 1910, Government have accepted the proposal of the Director of Public Instruction to fix the minimum pay of peons employed in the various educational offices and institutions in the Presidency town at Rs. 8 *per mensem*. The present proposal of the Director of Public Instruction which is in accordance with that Government Order may be accepted.

Statement on pages 11 to 13 of notes to G.O., No. 518, Financial, dated 20th November 1909.

Pages 2 to 5 of notes to G.O., No. 117, Educational, dated 12th March 1910.

There is a provision of Rs. 1,000 in the Civil Budget estimate for the current year on account of the revision of the establishment of the Oriental Manuscripts Library. Any small excess over and above the budget grant can be met by reappropriation by the Director of Public Instruction.

5. *Provision of funds*.—The net extra cost during the current year according to Director of Public Instruction's proposal is Rs. 149 *per mensem*, and the total extra cost during the current year, if the revision is sanctioned with effect from 1st August 1910, as proposed by the Educational Department, will be Rs. 149×7 or Rs. 1,043. There is a provision of Rs. 1,000 in the Civil Budget estimate for the current year on account of the revision of the establishment of the Oriental Manuscripts Library. Any small excess over and above the budget grant can be met by reappropriation by the Director of Public Instruction.

6. The draft may be accepted in Financial, the sanction being registered as No. 90 of 1910-1911 subject to the orders on M on page 4 *supra*.

V. GOPALAKRISHNAN—21-6-10.

As regards incremental pay for the pandits, their work is special and they are unlikely to obtain promotion in outside offices. Moreover, having regard to the character of their work it is perhaps undesirable that they should look elsewhere for advancement. They are only five in number and vacancies will probably be very few and far between. Financial has usually noted against incremental pay for ordinary offices, but in a case like this we may perhaps agree to incremental pay for the pandits also.

C. REILLY—22-6-10.

The proposals may be accepted.

W. S. MEYER—7-6-10.

Yes. The additional establishment seems no more than is needed.

M. H[AMMICK]—29-6-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue.

L. M. WYNCH—1-7-10.

[G.O., No. 372, Educational, dated 1st July 1910.]

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No. 372, dated 1. 7. 1910

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⊕ Page 9 P. U. C.

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Notes in the Call
Page 5 P. U. C. *deposited*

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PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

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.

Current No....., dated.....190

G.O., No. 372, dated 1-7-190

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

Docket. *Oriental Manuscripts Library*
Sanctioning with effect from 1st Aug 1900
The proposition submitted for the
re-organization of the Govt. and
requesting the P.D.B. to expedite the
proposals for the provision of a new
building for the library

Number (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
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