

20

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 489, 17th August 1910.

Presidency College.

Declining to accept the proposals of the Principal, —, that the repair and future maintenance of the cricket-grounds and tennis-courts attached to the college should be met from public funds; but approving the proposal to convert the watchman's shed into quarters for two peons to watch the play-ground.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

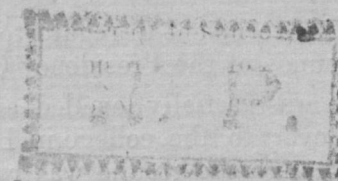
Regd.

1910.

Enclosures

Spare copies

G.O., No. 489, 17th August 1910.



Presidency College.

Declining to accept the proposals of the Principal, —, that the repair and future maintenance of the cricket-grounds and tennis-courts attached to the college should be met from public funds; but approving the proposal to convert the watchman's shed into quarters for two peons to watch the play-ground.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 509, Educational, dated 14th October 1903.

ABSTRACT.—Stating that the Government has no objection to the erection of a pavilion in the cricket field attached to the Presidency College, but is not prepared to grant any aid from State funds either for the construction of the pavilion or for a prize fund for athletic sports.

II

G.O., No. 716, Educational, dated 28th October 1907.

ABSTRACT.—Passing orders on the letter from the Director of Public Instruction soliciting instructions as to whether the Director can sanction expenditure on the laying out of tennis courts, etc., in the grounds attached to Government institutions.

III

G.O., No. 536, Educational, dated 27th September 1909.

ABSTRACT.—Sanctioning an expenditure not exceeding Rs. 270 for levelling a plot of ground acquired as a play-ground for the Government College, Mangalore.

IV

Letter—from the Hon'ble Mr. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 28th April 1910.

No.—R. C. 1958.

I have the honour to address Government in regard to the improvements to be made to the cricket and tennis grounds of the Presidency College.

2. The cricket-ground, which was partially levelled and turfed by the Public Works Department, was handed over to the college in 1895 and the wall round it has now been completed. But although the ground was repaired on two occasions from public funds, the Principal states that it has relapsed into its primitive condition of waste owing principally to want of proper fencing as the wire-fencing provided in 1896 was never of the smallest use and has for years been in a state of absolute disrepair. The college tennis-courts are also reported to be in very poor order as the money raised from the students including the entrance subscription has been found to be insufficient to keep the courts in repair.

3. The Principal says: "It appears to me, however, that there are good grounds for the view that the maintenance of the cricket-ground is a proper charge on public funds. It is recognised that field games are an important element in education and it is the fact that the maintenance of playing-fields is an expense that cannot be met by a college club. We now take a rupee per term from every student of the college for the Field Games Association and this only just suffices for the materials of the games played—cricket, football, hockey and lawn-tennis—although for the two latter, members provide their own bats and sticks and pay for tennis a considerably enhanced subscription. It might be argued that cricket-players should also pay an enhanced rate, and attempts have been made to impose it but only with the result of diminishing their number".

4. Mr. Stone, therefore, proposes that the cricket-ground and the tennis-courts should be repaired and put in thorough order by Government, and that their maintenance in future in a fit condition for play should also be undertaken by Government.

5. The Principal's second proposal is the construction of a cricket pavilion. He says: "Some years ago a sum of Rs. 3,000 was raised by subscriptions from Professors and students of the college for the purpose of building a cricket pavilion and establishing an endowment fund for athletic sports. An estimate for a pavilion was obtained and Government was asked for a grant-in-aid of Rs. 2,000; this was refused. The money collected (Rs. 3,000) was thereupon handed over to the College Athletic Association and was placed in deposit with the National Bank of India and the interest used for the college annual athletic sports. The College Athletic Club Committee are now willing to devote this Rs. 3,000 to the building of a pavilion if Government will undertake the putting in order of the cricket-ground and its maintenance, or, in other words, to contribute Rs. 3,000 to the complete works of putting the ground in order and building a pavilion if Government will undertake it. . . . The Honourable the Advocate-General was Chairman of the Committee who collected the money for the pavilion and he gives it as his opinion that the money having been handed over to the college we are entitled to use it as proposed above."

6. The Principal's third and last proposal is to provide for watching the grounds assuming that they are put in order. For this purpose he suggests that the existing shed on the west of the ground may be turned into quarters for two peons whose duty should be to provide a constant watch out of college hours. "One of them would obviously be the gymnastic peon and the other chosen on grounds of suitability. The quarters would be rent-free."

7. As further arguments in support of these proposals, Mr. Stone says: "I may perhaps observe in support of my contention that the maintenance of the cricket-ground is properly Government's concern, that the amenities of the Marina would be greatly enhanced if the cricket-ground were a level stretch of turf properly maintained so that this matter might really be taken up as part of the scheme for improving the Marina now in progress. It is a part of that scheme to plant trees along the eastern and northern sides of the cricket-ground."

8. The Principal roughly estimates that the total cost of the works proposed by him would be between Rs. 5,000 and Rs. 6,000 and that, if the contribution of Rs. 3,000 from the Athletic Club is accepted, the amount to be borne by Government would be between Rs. 2,000 and Rs. 3,000. If these proposals are approved by Government, I shall obtain the necessary plans and estimates from the Public Works Department and submit them to Government for sanction.

V

Memorandum No. 2800-C., dated 15th June 1910.

Referred to the Superintending Engineer, V Circle, who is requested to be so good as to report what was actually done in the way of levelling the cricket-ground—*vide* paragraph 2 of the Director's letter.

(By Order.)

P. HAWKINS,

Under Secretary to Government.

To the Superintending Engineer, V Circle.

VI

Letter—from H. T. KEELING, Esq., A.M.I.C.E., Superintending Engineer, V Circle.

To—the Chief Engineer, Public Works Department.

Dated—Madras, the 12th July 1910.

No.—477-W.

In reply to your Memorandum No. 2800-C., dated 15th June 1910, I have the honour to enclose a report by the Executive Engineer, Presidency Division, on the matter. It is clear from his report that the estimates sanctioned in G.O., No. 212 W., dated 30th November 1895, did not provide for fencing the ground after completion of the levelling and planting and that such provision as was possible to make was made from savings on the estimate. In connection with this matter I may say that within my recollection as a cricketer the pitch was never really good, the reason

being want of attention subsequent to the levelling and planting. It seems clear that it was not the intention of the Government of the day that this attention should have been given by the Public Works Department but that it should have been given by the College Games Association. This appears to have been impracticable owing to want of funds.

2. If Government desire to remake this cricket-ground it will be necessary to fence the ground with an unclimbable wall or railing if the money spent on the ground is not to be again wasted and to provide proper moveable bowling screens.

ENCLOSURE.

Letter—from D. MARSHALL, Esq., Executive Engineer, Presidency Division.
To—the Superintending Engineer, V Circle.
Dated—the 28th June 1910.
No.—555-S.E.

With reference to your No. 496-P.D., dated 17th June 1910, I have the honour to report that the records of this office show that an estimate for Rs. 3,560 was sanctioned in G.O., No. 212 W., dated 30th January 1895. This estimate provided for carefully levelling a square 60 yards × 60 yards for the cricket pitch. The estimate further provided for covering this with 1 foot of clay (by which I presume is meant good soil), a top dressing of 6 inches of stable manure and planting with Hurriali grass and watering and rolling. The rest of the ground was roughly levelled off. There seems to have been a considerable saving on the estimate and the Consulting Architect sanctioned the provision of a hydrant and hose and also the putting up of a wire-fence along the northern boundary along Pycroft's Road, old materials being used for the fence. The deteriorations of the ground since the above work was carried out is no doubt due to trespass. The grass that was planted never got a chance as the ground on the canal side was unprotected until very recently when the wall was built. The other sides were imperfectly protected by wire-fencing which is no obstacle to a grass-cutter or a fisherman who wants a short cut.

Order—No. 489, Educational, dated 17th August 1910.

The Government are unable to accept the proposals of the Principal of the Presidency College, Madras, that the cricket-ground and the tennis courts attached to the College should be repaired and put into thorough order at the cost of public funds and that the cost of their maintenance in future should also be met from that source. In accordance with the ruling contained in G.O., No. 716, Educational, dated 28th October 1907, as explained by G.O., No. 536, Educational, dated 29th September 1909, the cost of keeping the cricket-grounds and tennis-courts of colleges in proper repair should be met from the subscriptions of the cricket and tennis clubs of the colleges, and if the subscriptions collected are not sufficient for the purpose the obvious course is to increase the rate of subscriptions.

2. As regards the construction of a cricket pavilion, the Government see no reason to reconsider their decision in G.O., No. 509, Educational, dated 14th October 1903.

3. The proposal of Mr. Stone that the watchman's shed should be converted into quarters for two peons who should be required to watch the play-ground is approved. Separate orders will issue in the Public Works Department for the preparation of plans and estimates for the work.

(True Extract.)

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

To the Director of Public Instruction,
" Public Works Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., 489, EDUCATIONAL, DATED
17TH AUGUST 1910.

[SUBJECT.—Improvements to the cricket and tennis grounds of the Presidency College.]

Previous papers :

G.O., No. 195, Educational, dated 5th April	1902.
" " 509 " " 14th October	1903.
" " 1577, P.W.D., " 21st May	1904.
" " 425, Educational " 2nd July	1906.
" " 716 " " 28th October	1907.
" " 1034, Revenue " 10th April	1908.
" " 502, Educational " 7th July	"
" " 642 " " 7th September	"
" " 119 " " 2nd March	1909.
" " 536 " " 27th September	"

From the Director of Public Instruction, dated 28th April 1910, No. 1958.

The Director of Public Instruction submits, for the consideration of Government, certain proposals which the Hon'ble Mr. Stone has made for improving the cricket and tennis grounds of the Presidency College.

2. Mr. Stone makes three proposals, namely—

(1) that the cricket ground and the tennis courts of the College should be repaired and put in thorough order by Government and that their maintenance in future in a fit condition for play should also be undertaken by Government;

(2) that a cricket pavilion should be constructed; and

(3) that a watchman should be provided for the play grounds.

3. (1) *Repair and maintenance of the cricket ground and tennis courts.*—According to paragraph 2 of G.O., No. 536, Educational, dated 27th September 1909, and G.O., No. 716, Educational, dated 28th October 1907, the cost of providing recreation grounds for colleges and schools and of levelling and enclosing them may be met from public funds, but the cost of adapting specific portions of a recreation ground for specific games, such as, the construction of a tennis court, the turfing of a cricket pitch, should be met from the subscriptions of the cricket and tennis clubs of the College. The Director of Public Instruction states that the cricket ground of the Presidency College was partially levelled and turfed by the Public Works Department and handed over to the College in 1895 and that a wall round it has now been completed. But although the ground was repaired on two occasions from public funds it has relapsed into its primitive condition of waste owing principally to want of proper fencing. A wire-fence was provided for the ground in 1896, but it was never of the smallest use and has for years been in a state of absolute disrepair. The tennis courts of the College are also reported to be not in good order. The Hon'ble Mr. Stone states that a subscription of one rupee a term is now collected from every student of the College for the field games but that the fee thus collected only just suffices for the materials of the games played—cricket, football, hockey and lawn-tennis, although, for the two latter games, members provide their own bats and sticks and pay for tennis a considerably enhanced subscription. An attempt was made to collect an enhanced rate of fee from cricket players but this only resulted in diminishing their number.

4. The Hon'ble Mr. Stone therefore proposes that the cricket ground and tennis courts of the College should be repaired and put in order by Government and that their future maintenance in a fit condition for play should also be undertaken by Government. Mr. Stone states—

“that there are good grounds for the view that the maintenance of the “cricket ground is a proper charge on public funds. It is recognized that field “games are an important element in education and it is the fact that the maintenance “of playing fields is an expense that cannot be met by a College club.”

In support of his proposal Mr. Stone further states—

“that the amenities of the Marina would be greatly enhanced if the cricket ground were a level stretch of turf properly maintained so that this matter might really be taken up as part of the scheme for improving the Marina now in progress. It is a part of that scheme to plant trees along the eastern and northern sides of the cricket ground.”

5. (2) *Construction of a cricket pavilion.*—In 1903 the old students and staff of the Presidency College subscribed to a fund for erecting a pavilion in the cricket field attached to the College and endowing a prize fund for athletic sports. The fund thus collected amounted to Rs. 3,000. The Secretary to the fund submitted to Government a plan and estimate amounting to Rs. 3,638 for the proposed cricket pavilion and applied for (1) permission to erect the pavilion on the College ground and (2) a contribution from Government. The Director of Public Instruction (Mr. G. H. Stuart), through whom the application was submitted, observed that the pavilion would be a valuable adjunct to the College and would on completion pass into the hands of Government; he therefore recommended that permission might be granted to the erection of the pavilion on the College ground and that a contribution of Rs. 2,000 might be sanctioned. In G.O., No. 509, Educational, dated 14th November 1903, the Government granted permission to the erection of a pavilion in the cricket field attached to the College, but refused to grant any aid from state funds for the construction of the pavilion or for a prize fund. The proposal to construct a cricket pavilion was thereupon dropped and the amount of Rs. 3,000 collected was handed over to the Presidency College Athletic Association, who deposited it with the National Bank of India and has been using the interest accruing from it for the College annual athletic sports. Mr. Stone states that the Athletic Association is now willing to devote this Rs. 3,000 to the building of a pavilion, if Government will undertake the putting in order of the cricket ground and its maintenance or in other words the association will contribute Rs. 3,000 to the complete works of putting the ground in order and building a pavilion, if Government will undertake the works.

6. (3) *Provision of watch for the play grounds.*—Mr. Stone's proposal for this purpose is that the existing shed on the west of the ground may be turned into quarters for two peons whose duty should be to provide a constant watch out of College hours. The quarters would be rent free.

7. Mr. Stone roughly estimates that the total cost of the works proposed by him would be between Rs. 5,000 and Rs. 6,000 and that, if the contribution of Rs. 3,000 from the Athletic Association is accepted, the amount to be borne by Government would be between Rs. 2,000 and Rs. 3,000. Dr. Bourne states that if these proposals are approved by Government, he will obtain the necessary plans and estimates from the Public Works Department and submit them to Government for sanction.

8. No estimate of the cost of maintenance of the play ground is given; but apparently it will not ordinarily exceed a hundred rupees per annum. In the year 1907 the cost of improving the turf in the cricket and foot-ball fields of the Presidency College was Rs. 100 but such expenditure is not incurred every year.

9. It is for consideration whether the proposals made by Mr. Stone may be accepted and the Director of Public Instruction asked to obtain and submit plans and estimates for the works.

T.K.—14-5-10.

Please see the Hon'ble Mr. (now Sir George) Forbes' remarks, dated 30th August 1907, on page 2 of the notes with G.O., No. 716, Educational, dated 28th October 1907, and the notes on pages 2 and 3 with G.O., No. 536, Educational, dated 27th September 1909, from which it will be observed that the expenditure of public funds on laying out play grounds, that is, in levelling or enclosing them, is a proper charge on Provincial funds, although the adaptation of the grounds for special games is not so. In the present case, so far as the cricket ground

Vide paragraph 7 of the Director of Public Instruction's letter.

is concerned, what is required appears to be levelling, while as regards the tennis grounds, it seems to be a matter of fitting them for the special game. The former seems to be a legitimate charge on Provincial funds, while the latter seems not. Then as to the maintenance of these grounds in a proper condition, it is clearly a matter to be looked after by those who use the grounds.

2. As regards the pavilion, there appears to be no objection to the Athletic Association's building one at their own cost. The Government need not, it is submitted, have anything to do with it.

The provision of quarters for the peons who are to watch the grounds may perhaps be undertaken by Government.

K. RANGASWAMI AIYANGAR—21-5-10.

The first request is that Government should repair and maintain in good order the cricket ground and tennis courts belonging to the Presidency College. This is contrary to the principle laid down in G.Os., No. 536, Educational, dated 27th September 1909, and No. 716, Educational, dated 28th October 1907, according to which it is the duty of the college or school to repair grounds specifically set apart for certain games—the charge for levelling and otherwise preparing land to serve the purpose of a recreation ground falling properly on public funds. But it appears from the Director of Public Instruction's letter that the Public Works Department did not complete the work of getting the piece of land into a fit state for the purposes of a recreation ground. It was, he says, only partially levelled and turfed. As there is no information here as to what was actually done by the Public Works Department

L. M. WYNCH.

towards the preparation of the College recreation ground, perhaps this point may be referred to them unofficially.

The repair of the tennis courts must, I submit, be done by the College, in accordance with the Government Orders above quoted.

L.M.W.

(2) *Construction of a cricket pavilion.*—It seems unnecessary to reconsider the decision given in G.O., No. 509, Educational, dated 14th October 1903.

L.M.W.

(3) *Provision for having the grounds watched.*—It is not quite clear what is wanted. Apparently there is a shed on the ground which could be used for the watchers' quarters. Also there is a gymnastic peon. It seems that another peon is wanted. This is a recurring charge, and the Director of Public Instruction has not shown that the present establishment of peons could not do this extra work.

S. H. SLATER—24-5-10.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Will Public Works Department kindly note what was actually done in the way of levelling the cricket ground?

L. M. WYNCH—25-5-10.

[Memorandum to the Superintending Engineer, Fifth Circle, No. 2800-C., dated 15th June 1910].

From the Superintending Engineer, Fifth Circle, No. 477-W., dated 12th July 1910.

The Superintending Engineer's letter furnishes the information asked for by Educational to whom the file may be returned.

P. K. SUBBAIYER—25-7-10.

P. HAWKINS—28-7-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT

Submitted for orders.

Please see the Superintending Engineer's letter in the current file. It will be seen that the estimate sanctioned in 1895 provided for levelling and planting the ground, that a portion 60 x 60 yards was carefully levelled and planted with hurriali grass and that the rest of the ground was roughly levelled off; and that out of savings on the estimates, a wire fencing was provided along the northern boundary, along Pyeroff's road. The Superintending Engineer observes that, within his recollection, the pitch was never really good, the reason being want of attention subsequent to levelling and planting. The Executive Engineer attributes the deterioration of the ground, since the above works were carried out, to trespass.

T.K.—30-7-10.

K. RANGASWAMI AIYANGAR—30-7-10.

Submitted that no further expenditure should be made from public funds on the ground in question.

S. H. SLATER—1-8-10.

We cannot, I am afraid, comply with any of the requests made by the Principal of the Presidency College: except perhaps, that for turning the watchmen's shed into quarters for two peons without infringing the principles laid down in G.O., No. 716, Educational, dated 28th October 1907, as explained by G.O., No. 536, Educational, dated 27th October 1909.

L. M. WYNCH—2-8-10.

Apparently, the ground is not properly fenced and still trespassed over—if so, it is obviously not worth putting it in good order. I cannot remember at this moment the features of the ground. Any way, I consider that (1) the proper fencing of the ground and (2) the providing of peons to see that the ground is not trespassed over—are two things that Government can do quite legitimately. But more I don't think they should do.

I would therefore sanction the provision of quarters for the peons and if the ground is not properly fenced (I cannot make out from the papers whether it is or not) I would call for estimates for fencing the ground properly. More than this, I do not think Government should do. There are plenty of well-to-do boys at the Presidency College, who can afford much more than Re. 1 a term!

I see that the wall is said to be complete, so we need not call for an estimate.

M. H[AMMICK]—8-8-10.

not think Government should do. There are plenty of well-to-do boys at the Presidency College, who can afford much more than Re. 1 a term!

M. H[AMMICK]—2-8-10.

Please draft.

L. M. WYNCH—8-8-10.

Draft submitted for approval. If approved, it may be sent to the Public Works Department for acceptance.

T.K.—10-8-10.

K. RANGASWAMI AIYANGAR—10-8-10.

S. H. SLATER—11-8-10.

L. M. WYNCH—12-8-10.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

The draft order may, it is submitted, be accepted.

P.V.—15-8-10.

Yes.

P. HAWKINS—16-8-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue.

L. M. WYNCH—17-8-10.

[G.O., No. 489, Educational, dated 17th August 1910.]

G.O. No. 509 Educational, dated 14th October 1903.

G.O. No. 716 Educational, dated 28th October 1907.

G.O. No. 536 Educational, dated 27th Sept. 1909.

C.No. 871, from the D. P. I.

No. 1958, dated 28th April 1910.

from the Suptg. Engineer
V. Circle.

No. 477 W, d/ 12th July 1910.

ORDER: P.S.

The Government are unable to

accept the proposals of the Principal

of the Presidency College, Madras, that

the cricket ground and the tennis courts

attached to the college should be

repaired and put into thorough order at

the cost of public funds and that ^{the cost of} ~~their~~maintenance in future ~~(in a fit condition~~

~~for play~~ ^{net have that} should also be undertaken by
same.

them. In accordance with the ruling

contained in G.O. No. 716 Educational,

dated 28th October 1907, as explained by

G.O. No. 536 Edl., dated 29th September

1909, the cost of keeping the cricket

grounds and tennis courts of colleges

in proper repair should be met from the

subscriptions of the cricket and tennis

clubs

12 7 *ap*

clubs of the colleges, and if the
subscriptions collected are not
sufficient for the purpose the obvious
course is to increase the rates of *subscriptions*.

2. As regards the construction of
a cricket pavilion, the Government see
no reason to reconsider their decision
in G.O.No.509 Educational, dated 14th
October 1903.

I

3. The proposal of Mr. Stone that
the watchman's shed should be converted
into quarters for two peons who should
be required to watch the play ground is
approved. Separate orders will issue
in the Public Works Department for the
preparation of plans and estimates for
the work.

7.24.
10.8.10 *RD*
10.8.10

Sm
11/8

Link
12/8/10

S. C. ...
14/9/10

To

The D. P. I.
" P. W. D.

✓ *Desp'd*
17.8.10

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 19 ..

G.O., No. 489, dated 17-8- 1910.

(b) Correspondence including order or orders
(b¹) Notes

Docket. *Presidency College section to accept the proposals of the Principal that the cricket ground and tennis courts attached to the College should be met from Public Funds. In keeping the proposal of the Principal to convert the watchman shed into quarters for two plans to watch.*

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

Complete correspondence and orders. Notes

For RECORD.

Madras Records	...	...	...	30	15
Ooty Records	...	...	...	3	3
For filing with original	...	...	...	1	1
Total	...	...	...	34	19

FOR ISSUE.†

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

Signature copies.....

India Office.....

Govt. of India.....Dept.

Public Department.....

Judicial Department.....

Financial Department.....

Revenue Department.....

Public Works Department.....

Local and Municipal Department.....

Dept.

Total ...

Spare copies.

The Director of Public Instruction.....5

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.....

The.....

Total ...

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

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

* To be initialed and dated.

P.T.O.

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.

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.....	19-8-10	SA	
First proof furnished on.....	27-8-10	LS	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	8-9-10	SA	
Final copies supplied on.....	12-9-10	SA	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....			
" " " Issue.....			
For Volumes....			
For E.T.....			
Total ...			