

35

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

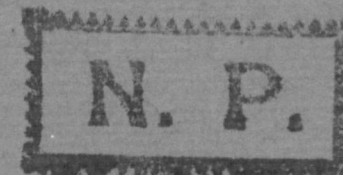
Regd.

1910.

Enclosures,

Spare copies

G.O., No. 508, 27th August 1910.



Lawrence Asylum, Ootacamund.

Recording, with remarks, the report on the audit of the accounts of the — for 1909-1910,
and the explanations thereon by the Asylum Committee.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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Enclosures,

1910.

Regd.

Spare copies

G.O., No. 508, 27th August 1910.

N. P.

Lawrence Asylum, Ootacamund.

Recording, with remarks, the report on the audit of the accounts of the — for 1909-1910, and the explanations thereon by the Asylum Committee.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary,
Ootacamund Lawrence Asylum.
To—the Director of Public Instruction, Madras.
Dated—the 21st July 1910.
No.—C. 1267.

I have the honour to forward herewith audit report for the year 1909-1910, with three spare copies.

2. The audit report was considered by the Committee on the 15th instant and I am directed to submit the following explanations :—

Paragraph 6 of Audit report.—The two amounts were paid to Messrs. Richardson & Co., through Sir Frederick Price, K.C.S.I., for library books and stamped receipts from him duly filed. The correspondence regarding this matter is still in progress.

Paragraph 7 of Audit report.—In G.O., No. 283, Educational, dated 15th May 1897, the pay of office manager was fixed at Rs. 150 per mensem. The office manager was therefore paid at this rate until this order was finally cancelled in G.O., No. 387, Educational, dated 1st of July 1909, when pay was accordingly reduced to Rs. 125-5-150. The payment was considered and passed as correct by the Finance Sub-Committee.

Paragraph 8 of Audit report.—It is true that the post of Fifth Assistant was held by two incumbents for one day; but post of Sixth Assistant which carries same pay was vacant for 42 days, by which a sum of Rs. 122-2-4 was saved by the Asylum.

Paragraph 9 of Audit report.—Until new buildings are erected for Kindergarten department, it is found difficult to arrange for free board for the nursery matron and hence the old arrangement is kept.

Paragraph 11 of Audit report.—The statement given is incorrect. The drawingmaster was given the two increments after completion of one year in each case. He joined on the 26th July 1907. The first increase of Rs. 5 was given after completion of one year, from the 26th July 1908 (*vide* petty cash voucher, dated 7th August 1908), and the second increase was given after completion of another year, from 26th July 1909 (*vide* acquittance roll).

In future the order for increments duly approved of will be signed by the Principal.

Paragraph 13 of Audit report.—These bills were paid by drafts through Bank of Madras: the acknowledgments required have since been received.

Paragraph 14 of Audit report.—It is not clearly understood which books are referred to. Endeavours will be made to meet the requirements of the auditor.

Paragraph 15 of Audit report.—Revised form of ration book was opened for female branch on 1st June 1910.

ENCLOSURE.

Report on the Audit of the Lawrence Asylum accounts for 1909-1910 by Mr. H. Bhimasena Rao, Assistant Accountant-General and Examiner of Local Fund Accounts, Madras, dated 25th May 1910.

I have the honour to submit the following report on the recent audit of the accounts of the Lawrence Asylum, Ootacamund, for 1909-1910.

2. The audit which commenced on the 27th April 1910 and ended on the 5th May 1910 was conducted by Assistant Inspector of Local Fund Accounts, Mr. B. Sivasankar, in accordance with the rules on the subject.

3. The receipts and expenditure, together with the assets and liabilities of both the Male and Female branches of the institution, are shown in the statements appended.

4. *School-fee register.*—Fees were not levied in accordance with the rules sanctioned by Government in the following cases. The amounts short collected may be recovered, or the sanction of the Committee with whom the power of exemption from or reduction of payment rests may be obtained for the short collections.

Name of father or step-father.	Monthly income.			Amount due per mensem.			Amount collected per mensem.
	RS.	A.	P.	RS.	A.	P.	RS.
1. Mr. Giles	71	3	1	7	0	0	6
2. Sergeant H. G. Brown	90	0	0	9	0	0	8
3. Captain Willmot	160	0	0	40	0	0	37
4. Mr. W. Cooke	171	0	0	31	0	0	29
5. Sergeant A. Rann	131	7	0	23	0	0	21
6. Sergeant J. R. W. Hamilton	102	0	0	6	2	0 at	5
				Rs. 10 from 13th May 1909 to 31st May 1909.			

5. Mr. W. Copley, Assistant Stationmaster, Egmore, pay Rs. 190, was assessed on Rs. 160, that is, Rs. 16 instead of Rs. 14 *per mensem*, on the ground that he had to refund some amounts overdrawn by him at the rate of Rs. 21-10-8 for some months. As under the rules regulating the constitution and working of the asylum, underassessments can be sanctioned only by the Committee, their approval may be obtained for the above.

6. *Payments.*—On 26th February 1909, a remittance of Rs. 250 or £16-11-5 was made to Messrs. Richardson & Co. for supply of books. Another remittance of Rs. 300 or £19-18-11 was made to the same firm on 27th April 1909. The bill received in support is only for £15-11-6. The balance of £20-18-10 remains unaccounted for by supply of books or detailed bill, up to date, though more than a year has elapsed since the payments were made. This may be enquired into and necessary action taken.

7. In G.O., No. 283, Educational, dated 15th May 1897, Rs. 150 was fixed as the pay of the office manager on the retirement of Mr. T. Burrows. But when he retired recently, the Committee resolved that his successor Captain Holton should be relieved of accounting work and draw only Rs. 125, Rs. 25 being paid to clerk Nageswara Aiyar in addition to his pay for doing the accounting work. In G.O., No. 195, Educational, dated 29th March 1909, the Government negatived the latter proposal and sanctioned a progressive scale of Rs. 125-5-150 for Captain Holton. Nevertheless, the Committee paid him the maximum of Rs. 150, apparently on the ground that the proposal to pay Nageswara Aiyar Rs. 25 had not been approved, and requested Government to sanction this scale. This the Government declined to accept in G.O., No. 387, Educational, dated 1st July 1909. The payments already made at the rate of Rs. 150 may be regularised with the sanction of Government.

8. *Male branch*.—The post of Fifth Assistant (pay Rs. 90) was held by two incumbents, Messrs. Houghten and Johnston, from 1st to 14th and 15th to 28th February 1909, respectively. They were paid Rs. 45 and Rs. 48-3-5 or Rs. 93-3-5 in all. The excess paid Rs. 3-3-5 may be recovered.

9. The revised scale of pay sanctioned in G.O., No. 764, Educational, dated 13th November 1908, provides Rs. 40 with board for the nursery matron, in lieu of Rs. 50 without board the former scale, but payments continue to be made at Rs. 50. The reasons for not giving effect to the revised scale in this case alone may be stated.

10. *Female branch*.—The pay of the First Assistant Mistress Miss Edwards is Rs. 130, but Provident fund subscription is recovered from her on Rs. 180 on the ground that she draws Rs. 50, in lieu of boarding. Boarding allowances should not be taken into account for purposes of Provident fund subscriptions.

11. *Drawing master*.—The annual increment from Rs. 40 to Rs. 45 was given to the drawing master on 1st August 1908; but the next increment (Rs. 50) was given from 26th July 1909, the reason assigned being that he was appointed on 26th July 1907. There was no order of either the Principal or the Committee sanctioning the grant of this increment before the completion of one year from the date of the previous increment; moreover, it is not usual to count broken periods for increments. In any case, it is desirable that in the case of these periodical increments, which are not granted as a matter of course, there should be an order by the head of the department sanctioning the increment with effect from a particular date, before it is drawn and paid for in acquittance rolls.

12. *Recurring charges*.—A monthly recurring charge of Rs. 5 to the organist and of Rs. 5 to a hair-cutter are paid. It would be better if they are brought on the regular establishment and their acquittances obtained in the acquittance register.

13. *Acknowledgments wanting*.—Rupees 130-2-10 and Rs. 2,076-14-7 were paid in vouchers Nos. 250 and 492 to the Educational Supply Association for supply of books. The acknowledgments of the party in support of these payments were wanting. They may be obtained at an early date.

14. *Stock book of crockery, cutlery and clothing materials*.—The register shows only the names of articles received and issued, without dates and acknowledgment of receiver. As in the absence of these the register does not admit of any check, columns may be opened for this purpose.

15. *Rations book*.—The rations book in the revised form remains to be opened for the female branch. This may be done as early as possible.

16. The general result is satisfactory.

APPENDIX A.

STATEMENT of Receipts and Expenditure, Male Branch, for the year 1909-1910.

Receipts.		RS.	A.	P.
Opening balance		—1,472	7	2
I.—FROM GOVERNMENT—				
1. Grant-in-aid		28,800	0	0
II.—PROFITS ON ASYLUM PROPERTY—				
1. Donation and interest on Government securities		39,352	15	4
2. Donation from Lawrence Asylum Presses		43,750	0	0
III.—SPECIAL FUNDS—				
1. Subsistence allowance		8,993	4	11
2. Pensions from funds		62	0	0
3. Fees		9,120	0	0
4. Telegraph Department		840	0	0
IV.—INDUSTRIES—				
1. Tailors' shop		Nil.		
2. Boot-making shop		9	2	0
3. Recoveries from Public Works Department		2,299	2	9
V.—MISCELLANEOUS—				
1. Sale of stores		31	2	0
2. From N.V.R. compensation for boots		150	0	0
3. Other items		137	13	1
4. Boarding money		41	12	8
5. Special money prizes		110	0	0
6. Donation		80	0	0
Total		1,32,304	13	7

Expenditure.

I.—EDUCATION—				
(a) <i>Scholastic</i> —				
1. Establishment		14,502	11	4
2. Books, prizes and stationery		2,700	10	7
3. Library and museum		490	7	8
4. Examination fees		175	0	0
5. Special money prizes		115	0	0
(b) <i>Artistic</i> —				
1. Band—Establishment		757	0	0
2. Band instruments, music and repairs		1,030	5	5
3. Gymnastic establishment		483	0	0
4. Apparatus and games		748	11	0
5. Honorarium to Band Examiner		20	0	0
(c) <i>Telegraph</i> —				
1. Establishment		1,200	0	0
2. Premia		180	0	0
(d) <i>Drawing</i> —				
1. Establishment		575	15	5
2. Materials, models, etc.		112	8	9
(e) <i>Type-writing, etc.</i> —				
1. Establishment		240	0	0
2. Machines and materials, etc.		91	3	0
II.—CLOTHING AND VICTUALLING—				
(a) <i>Clothing</i> —				
1. Establishment		512	9	5
2. Material, etc.		5,290	1	3
3. Contract work, extra tailors		2,779	0	6
4. Shoeing		3,407	5	3
5. Sergeants' clothing		140	8	0
6. Servants' do.		262	0	0
(b) <i>Victualling</i> —				
1. Establishment		1,870	15	4
2. Provisions		32,529	9	0
3. Kitchen and dining-room utensils		1,173	4	9
4. Boarders		1,125	9	8
Carried over		72,513	8	4

APPENDIX A—cont.

Statement of Receipts and Expenditure, Male Branch, for the year 1909-1910—cont.

Expenditure.					RS.	A.	P.
Brought forward ..					72,513	8	4
III.—HOUSEHOLD, HOSPITAL AND SANITATION—							
(a) <i>Household</i> —							
1. Establishment	..	..	..	..	5,246	12	0
2. Washing	..	..	..	..	2,043	2	0
3. Lighting	..	..	..	..	783	1	4
4. Wood-cutting	..	..	..	..	1,174	9	3
5. Bedding and towelling	..	..	..	..	2,164	13	0
6. Hardware, soap, brushes	..	..	..	..	924	11	8
7. Furniture, carpets, etc.	..	..	..	..	1,477	15	9
8. Contingencies—cleaning doors, etc.	..	..	..	..	124	2	10
(b) <i>Hospital</i> —							
1. Establishment	..	..	..	..	1,542	0	0
2. Medicines and wines	..	..	..	..	92	4	0
3. Extra nursing	..	..	..	..	37	0	3
4. Contingencies	..	..	..	..	Nil.		
(c) <i>Sanitation</i> —							
1. Establishment	..	..	..	..	861	3	1
2. Tar and phenyle	..	..	..	..	224	7	0
3. Repairs to roads, drains, bush-cutting	..	..	..	..	987	6	6
IV.—GENERAL—							
1. Establishment	..	..	..	..	5,919	13	4
2. Stationery	..	..	..	..	63	14	0
V.—BUILDINGS, LABOUR AND MATERIALS ..					2,410	13	3
VI.—MISCELLANEOUS—							
1. Carrying charges and travelling expenses	..	..	..	..	2,700	4	0
2. Postage, advertisements and telegrams	..	..	..	..	476	1	5
3. Audit fee	..	..	..	..	Nil.		
4. Contingencies	..	..	..	..	116	6	9
5. Entertainment allowance	..	..	..	..	304	4	0
VII.—OTHER CHARGES—							
1. Pensions	..	..	..	..	900	0	0
2. Out boarders	..	..	..	..	Nil.		
VIII.—EXTRAORDINARY—							
1. Chapel improvements	..	..	..	..	202	13	3
2. Improvements to buildings	..	..	..	..	7,330	0	0
3. Fixed deposits	..	..	..	..	7,500	0	0
4. Sinking fund	..	..	..	..	1,372	1	3
5. Gratuity	..	..	..	..	90	0	0
Total ..					1,19,583	8	3
Closing balance on 31st March 1910 ..					12,721	5	4
Grand Total ..					1,32,304	13	7

APPENDIX B.

STATEMENT of Receipts and Expenditure, Female Branch, for the year 1909-1910.

Receipts.				RS.	A.	P.
Opening balance				5,227	5	7
I.—FROM GOVERNMENT—						
1. Grant-in-aid	..	..	..	19,200	0	0
II.—PROFITS ON ASYLUM PROPERTY—						
1. Donation and interest	..	..	..	23,564	10	4
III.—SPECIAL FUNDS—						
1. Subsistence allowance	..	..	..	8,433	5	0
2. Pensions from funds	..	..	..	119	12	0
3. Fees	..	..	..	4,124	2	0
IV.—MISCELLANEOUS—						
1. Sale of stores	..	..	..	5	10	0
2. Boarding money	..	..	..	Nil.		
3. Other items	..	..	..	Nil.		
4. Special money prizes	..	..	..	90	0	0
Total ..				60,764	12	11

APPENDIX B—cont.

Statement of Receipts and Expenditure, Female Branch, for the year 1909-1910—cont.

Expenditure.						RS.	A.	P.
I.—EDUCATION—								
(a) <i>Scholastic</i> —								
1. Establishment	..	..	..	..	6,407	8	0	
2. Books, stationery, prizes	..	..	..	..	1,499	7	3	
3. Library	..	..	..	..	153	10	10	
4. Examination fees	..	..	..	..	120	0	0	
5. Games	..	..	..	..	55	10	0	
6. Tuning and repairing piano	..	..	..	..	25	0	0	
7. Special money prizes	..	..	..	..	60	0	0	
(b) <i>Type-writing and Shorthand</i> —								
1. Establishment	..	..	..	..	120	0	0	
2. Machines, materials	..	..	..	..	52	6	4	
(c) <i>Drawing</i> —								
1. Establishment	..	..	..	..	120	0	0	
2. Materials, models	..	..	..	..	124	14	4	
II.—CLOTHING AND VICTUALLING—								
(a) <i>Clothing</i> —								
1. Establishment	..	..	..	..	919	4	0	
2. Materials	..	..	..	..	1,622	13	1	
3. Extra tailors	..	..	..	..	329	3	0	
4. Shoeing	..	..	..	..	1,165	10	6	
5. Outfit allowance	..	..	..	..	350	0	0	
6. Servants' clothing	..	..	..	..	86	0	0	
(b) <i>Victualling</i> —								
1. Establishment	..	..	..	..	738	2	9	
2. Provisions	..	..	..	..	17,855	12	11	
3. Kitchen and dining room utensils	..	..	..	..	351	10	6	
4. Boarders	..	..	..	..	352	10	8	
III.—HOUSEHOLD, HOSPITAL AND SANITATION—								
(a) <i>Household</i> —								
1. Establishment	..	..	..	..	438	0	0	
2. Washing	..	..	..	..	1,358	4	0	
3. Lighting	..	..	..	..	574	12	3	
4. Wood-cutting	..	..	..	..	317	14	11	
5. Bedding and towelling	..	..	..	..	728	15	0	
6. Hardware, soap, brushes, etc.	..	..	..	..	884	6	10	
7. Furniture and repairs	..	..	..	..	437	7	10	
8. Contingencies	..	..	..	..	54	7	3	
(b) <i>Hospital</i> —								
1. Establishment	..	..	..	..	1,011	0	0	
2. Medicines and wines	..	..	..	..	6	0	0	
3. Extra nursing	..	..	..	..	Nil.			
(c) <i>Sanitation</i> —								
1. Establishment	..	..	..	..	539	7	4	
2. Tar and phenyle	..	..	..	..	58	5	0	
3. Bush-cutting, etc.	..	..	..	..	194	12	7	
IV.—GENERAL—								
1. Establishment	..	..	..	..	3,565	13	9	
V.—BUILDINGS AND REPAIRS								
					549	14	4	
VI.—MISCELLANEOUS—								
1. Carrying charges and travelling expenses	..	..	..	..	1,446	6	0	
2. Postage, telegrams, advertisements	..	..	..	..	37	4	3	
3. Audit fee	..	..	..	..	Nil.			
4. Contingencies	..	..	..	..	49	9	6	
VII.—OTHER CHARGES—								
1. Pension	..	..	..	..	360	0	0	
2. Scholarship	..	..	..	..	Nil.			
VIII.—EXTRAORDINARY—								
1. Gratuity	..	..	..	..	100	0	0	
2. Sinking fund	..	..	..	..	562	15	6	
Total					45,785	8	6	
Closing balance on the 31st March 1910					14,979	4	5	
Grand Total					60,764	12	11	

APPENDIX C.

STATEMENT of Assets and Liabilities of the Ootacamund Lawrence Asylum, Male Branch,
as they stood on the 31st March 1910.

Assets.		RS.	A.	P.
Funded capital with the Accountant-General		5,10,100	0	0
Fixed deposits in the Madras Bank, Ootacamund		35,504	11	2
Permanent advance with the Principal		19	11	6
Grant-in-aid		2,400	0	0
Donation on Government securities		21,460	8	0
Half-yearly interest		8,120	4	9
Subsistence allowance		724	13	11
Pension from the Military Assistant Surgeons' fund		3	0	0
Fees in arrears		506	8	0
Steward's stores		5,122	8	10
Stores, made-up clothing		3,403	2	0
Furniture		27,852	14	8
Band instruments		2,783	0	0
Credit balance		12,721	5	4
Sinking fund		2,596	11	0
Balance due from Public Works Department		100	6	5
Amount due by Richardson & Co.		314	2	0
Total		6,33,733	11	7
Liabilities.				
Personal account		7,522	0	5
Net assets		6,26,211	11	2
Total		6,33,733	11	7

APPENDIX D.

STATEMENT of Assets and Liabilities of the Ootacamund Lawrence Asylum, Female Branch,
as they stood on the 31st March 1910.

Assets.		RS.	A.	P.
Funded capital with the Accountant-General		3,02,318	14	0
Permanent advance with the Headmistress		22	2	6
Grant-in-aid		1,600	0	0
Half-yearly interest		2,325	10	5
Subsistence allowance		6,181	3	7
Pension from the Military Assistant Surgeons' fund		10	8	0
Donation on Government securities		10,732	12	0
Fees in arrears		31	0	0
Steward's stores		7,536	2	9
Furniture		14,795	3	7
Credit balance		14,979	4	5
Sinking fund		1,073	15	3
Total		3,61,606	12	6
Liabilities.				
Personal account		3,216	11	10
Net assets		3,58,390	0	8
Total		3,61,606	12	6

L.F. No. 22-4—741, dated 18th June 1910.

Forwarded to the Secretary to Government, Educational Department (with four spare copies), through the Principal and Secretary, Lawrence Asylum, Ootacamund, and the Director of Public Instruction, Madras.

L. E. PRITCHARD,
Asst. Accountant-General.

Ref. on Cur. No. 4868, dated 6th August 1910.

Submitted to Government.

A. G. BOURNE,
Director of Public Instruction.

Order—No. 508, Educational, dated 27th August 1910.

Recorded with the following remarks :—

(1) Paragraphs 4 and 5 of the Auditor's report.—The Government hope that the Committee of the Lawrence Asylum, Ootacamund, will take steps to prevent a recurrence of the irregularities referred to.

(2) Paragraph 10 of the Auditor's report.—No contribution should be levied on account of Provident fund, on boarding or other allowances paid to teachers.

(3) Paragraph 11 of the Auditor's report.—In granting increments, the Committee will be requested to follow in future the rule laid down in article 151 of the Civil Service Regulations.

(4) Paragraph 12 of the Auditor's report.—The Committee will be requested to adopt the Auditor's suggestion.

(True Extract.)

L. M. WYNCH,
Secretary to Government.

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

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 508, EDUCATIONAL, DATED
27TH AUGUST 1910.

[SUBJECT.—*Report on the audit of the accounts of the Ootacamund Lawrence
Asylum for 1909-1910.*]

Previous papers.

G.O., No. 826, Edl., dated 10th December 1907.

" " 231 " " 25th March 1908.

From the Director of Public Instruction, dated 6th August 1910, No. 4868.

The Committee of the Lawrence Asylum, Ootacamund, submits the Assistant Accountant-General's report on the audit of the accounts of the Asylum for the year 1909-1910, together with its explanation of the points noticed in the report.

2. The Committee has explained eight of the points noticed by the Auditor, namely, those referred to in paragraphs 6, 7, 8, 9, 11, 13, 14 and 15. The Committee's explanation of these matters may be accepted. With reference to the explanation offered in regard to the granting of increments to officers serving on progressive pay, referred to in paragraph 11 of the Auditor's report, the Committee may be requested to follow the provisions of article 151 of the Civil Service Regulations according to which an increment accrues from the beginning of the calendar month following that in which it is earned, any intermediate broken period being neglected. In the Lawrence Asylum, the provisions of the Civil Service Regulations are already followed in regard to the grant of leave, acting and travelling allowances, etc.—*vide* clause (4) of G.O., No. 231, Educational, dated 25th March 1908.

3. The four points left unexplained by the Committee are the following :—

(1) Levy of fees at reduced rates without the sanction of the Committee—paragraph 4 of the Auditor's report.

(2) Under-assessment of Mr. Copley's pay for the purpose of levying fees, without the sanction of the Committee—paragraph 5 of the Auditor's report.

(3) Levy of subscriptions for the Provident Fund on the boarding allowance paid to the First Assistant Mistress—paragraph 10 of the Auditor's report.

Cf. rule 2 of the Provident Fund rules under which the contribution is to be levied only on the " salary " paid. G.O., No. 826, Educational, dated 10th December 1907.

K.R.—20-8-10.

(4) The bringing on the regular establishment of the organist and hair-cutter, who are now paid monthly recurring allowances of Rs. 5 each—paragraph 12 of the Auditor's report.

As regards the irregularities referred to in items (1) and (2), the Government may express the hope that the Committee will take the necessary steps to prevent their recurrence, and with regard to the points (3) and (4) the Committee may be requested to adopt the suggestions of the Auditor.

T.K.—18-8-10.

Please put up a draft accordingly for approval.

K RANGASWAMI AIYANGAR—20-8-10.

Draft submitted for approval.

T.K.—20-8-10.

K. RANGASWAMI AIYANGAR—22-8-10.

May issue.

S. H. SLATER—24-8-10.

L. M. WYNCH—25-8-10.

Approved.

M. H[AMMICK]—25-8-10.

Issue.

L. M. WYNCH—27-8-10.

[G.O., No. 508, Educational, dated 27th August 1910.]

C.No.1557, from the D. P. I.

No.4868, dated 6th August 1910.

ORDER:
P.S.

Recorded with the following

remarks:--

(1) Paragraphs 4 and 5 of the

Auditor's report. - The Government hope
of the Lawrence Asylum, Obbacombe,
that the Committee will take steps to
prevent a recurrence of the irregularities
referred to.

(2) Paragraph 10 of the Auditor's

report - No contribution should be
levied on account of Provident Fund,
on boarding or other allowances paid to
teachers.

(3) Paragraph 11 of the Auditor's

report - In granting increments, the
Committee will be requested to follow
in future the rule ^{laid down} in Article 151 of
the Civil Service Regulations.

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Page 5 of C. F.

(4) Paragraph 12 of the Auditor's

report. - The Committee will be

requested to adopt the Auditor's

suggestion.

7/6/
22-8-10

AD
22-8-10

Smy
24/8

L. W. W.
25/8/10

To
The Committee of the
Lawrence Asylum, Ootacamund.

" " D. P. I. ✓

" " Accountant General. ✓

in print

17/9/10

* To be initialed and dated.

(e) The names of the Secretary and Member 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.

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