

Government of Madras.

EDUCATIONAL DEPARTMENT.

• *Recd.*

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 580, 8th October 1910.

Building grant.

Sanctioning a grant not exceeding Rs. 2,400 towards the cost of providing suitable accommodation for the St. Joseph's Incomplete Secondary school, Tiruppappuliyūr.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

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G.O., No. 580, 8th October 1910.

Building grant.

Sanctioning a grant not exceeding Rs. 2,400 towards the cost of providing suitable accommodation for the St. Joseph's Incomplete Secondary school, Tiruppappuliyur.

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.

Dated—the 26th January 1910.

No.—Ref. on C. No. 8538/09.

I have the honour to submit the enclosed plan with estimate amounting to Rs. 6,707 towards the cost of providing suitable accommodation for the St. Joseph's Incomplete Secondary school, Tiruppappuliyūr, Cuddalore, and to recommend that, under rule 51 of the Grant-in-aid Code, a total grant of Rs. 2,216 may be sanctioned towards the following items :—

	Rs.
(1) The cost of the building	3,300
(2) Do. improvements	3,350
Total ..	6,650

2. The necessity for the proposed accommodation and the circumstances in which the building was purchased against the provision of rule 51 (ii) of the Grant-in-aid Code are fully explained in the correspondent's letter, dated 19th December 1909, of which a copy is herewith submitted. The explanation may be accepted as a special case.

ENCLOSURE.

Letter—from the Rev. Father P. VERDURE, Correspondent, St. Joseph's Incomplete Secondary school, Tiruppappuliyūr, Cuddalore.

To—the Director of Public Instruction, Madras.

Dated—the 19th December 1909.

I have the honour to report to you that I have recently purchased a house for the accommodation of St. Joseph's Incomplete Secondary school, Tiruppappuliyūr, and that I intend erecting an additional building as the existing house is not yet sufficient to ensure adequate accommodation. And I request that you will have the kindness to sanction a grant in my favour, in accordance with rule 51 (i) of the Grant-in-aid Code towards the purchase of the existing house and towards the erection of the additional building.

2. St. Joseph's school, Tiruppappuliyūr, was recognized in 1908 but I was strictly told that I should provide, as early as possible, proper accommodation for the school, the building then occupied being quite insufficient. After three years' vain efforts, I succeeded in purchasing in August 1909 a house which I found suitable for the purpose. This house is in a good condition situated in a secluded spot, surrounded by gardens and of easy access from all parts of Tiruppappuliyūr. It was purchased for Rs. 3,300 and the general opinion is that better accommodation could not be found at present in Tiruppappuliyūr. The house has been occupied these two years by the Government Training school.

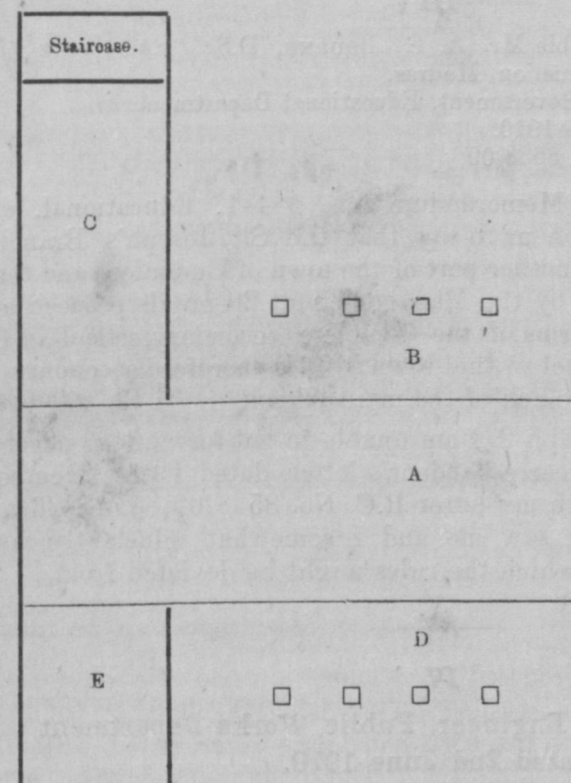
3. However, the actual building is not sufficient for our school which has now about 300 pupils on its rolls and I propose to erect a hall as shown in the accompanying plan and put up a spacious verandah to the south of this hall.

Several plans were suggested to me and I have adopted the one that I submit to you for approval because (i) it can be easily carried out without interfering substantially with the existing building ; (ii) it affords facilities for future extension. Indeed this is but a part, the most important part of a complete plan which I propose to carry out in course of time. Here is a rough sketch of the complete plan.

A and B are the hall and verandah which I propose to put up now ; C is a part of the existing house. It is strongly built and terraced, but the terrace is too low and the rooms are too small—I will have the actual terrace removed, the partition walls knocked down, the outer walls raised and a new terrace made on a level with the terrace of the new hall ; E is a room corresponding to C ; D is a verandah which I will put up to the north of the new hall.

I cannot at present carry out the whole plan but with the new hall and verandah sufficient accommodation will be secured.

4. The District Engineer had the kindness to visit the spot, to examine the plan that I had prepared and to suggest some slight changes. He also inspected the soil and sub-soil. His report is herewith enclosed.



5. The existing house was purchased for Rs. 3,300 ; the expenses made in connection with the purchase amounted to Rs. 57-8-0. I therefore paid out a sum of Rs. 3,357-8-0.

The estimate of the new building amounts to Rs. 3,350.

6. A total sum of Rs. 6,707-8-0 is therefore to be spent by me and I request that you will be pleased to sanction a grant of one-third of that sum. If this grant is sanctioned, I will at once undertake the work, the funds at my disposal being sufficient to carry it out.

7. In strict obedience to rule 51 (ii) of the Grant-in-aid Code, I ought to have submitted this application before purchasing the house. But this I could not do, because the negotiations had to be conducted as secretly as possible and a conclusion was come to almost suddenly. Applying for a grant at the time would have caused delay and most probably my efforts would have been foiled again. I request that, considering the circumstances, the rule may not be applied to the letter.

II

Memorandum No. 184-1, Educational, dated 21st February 1910.

With reference to his letter Ref. on C. No. 8538, dated 26th January 1910, recommending that a grant of Rs. 2,216 may be sanctioned towards the cost of providing suitable accommodation for the St. Joseph's Incomplete Secondary school, Tiruppappuliyūr, Cuddalore, the Director of Public Instruction is requested (1) to state whether, in view of the policy which has been adopted by the Government, it is desirable in this particular case to assist in the maintenance of the school as an Incomplete Secondary school, and whether it would not be more expedient that it should be converted into a good elementary school ; (2) if he still considers a grant should be made, to explain more fully his grounds for proposing a deviation from the rules.

It is observed that the building was purchased in August 1909, but that the application to the Director of Public Instruction for a grant was not made till the 19th December.

(By Order.)

A. GALLETTI,
Under Secretary to Government.

To the Director of Public Instruction.

III

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

To—the Secretary to Government, Educational Department.

Dated—the 24th March 1910.

No.—Ref. on Cur. No. 8538/09.

With reference to Official Memorandum No. 184-1, Educational, dated 21st February 1910, I have the honour to say that the St. Joseph's Branch School, Tiruppappuliyūr, is situated in another part of the town of Cuddalore and that according to the information furnished by the Manager, about 20 pupils proceed every year from the school to the higher forms of the Complete Secondary school in Cuddalore which is the only secondary school in the town. It is therefore secondary in nature and may be considered to be a branch of the main school.

2. With reference to paragraph 2, I am unable to put forward on paper anything beyond what is contained in the correspondent's letter, dated 19th December 1909, a copy of which was submitted with my letter R.C. No. 8538/09, dated 26th January 1910, but Rev. Father Verdure saw me and I somewhat reluctantly came to the conclusion that it was a case in which the rules might be deviated from.

IV

Note by the Chief Engineer, Public Works Department,
dated 2nd June 1910.

[Estimate for Rs. 6,707 for providing suitable accommodation for the St. Joseph's Incomplete Secondary school, Tiruppappuliyūr, South Arcot district.]

The plan should show which parts of the existing building are to be dismantled. Position of girders should be shown on plan. They are not figured anywhere, not even in the estimate. They must be properly calculated, and so must the roof joists and rafters.

At least one section through the hall should be given. Foundations are ignored altogether.

With regard to the general details of the design, if Educational bodies in preparing plans and estimates with a view to an application for a grant-in-aid, comply with the rules and the principles of design followed in this department, as specified in Chief Engineer's circulars Nos. 4977-C, dated 20th October 1908, 234-C, dated 9th January 1908, 6054-C, dated 4th December 1908, and 2040-C, dated 27th May 1909, which have been circulated to all officers of this department, it will considerably facilitate prompt scrutiny and sanction of the plans and estimates.

F. J. WILSON,
Chief Engineer.

V

Memorandum No. 184-2, Educational, dated 11th June 1910.

The plan and estimate amounting to Rs. 6,707 towards the cost of providing suitable accommodation for the St. Joseph's Incomplete Secondary school, Tiruppappuliyūr, received with his letter R.O.C. No. 8538/09, dated 26th January 1910, are

returned to the Director of Public Instruction for revision in accordance with the Chief Engineer's note, dated 2nd June 1910, a copy of which is herewith forwarded.

(By Order.)

S. H. SLATER,
Under Secretary to Government.

To the Director of Public Instruction.

VI

Letter—from the Rev. Father P. VERDURE, Correspondent, St. Joseph's Branch school, Tiruppappuliyūr, Cuddalore North Town.

To—the Director of Public Instruction.

Dated—the 3rd July 1910.

With reference to your Official Memorandum of the 23rd June 1910, Ref. on No. 8538/09, I have the honour to return the plan after making the alterations and additions suggested—

- (1) The parts of the existing building to be dismantled are shown in yellow.
- (2) The position of the girders is shown on plan. The dimensions of the same and of the rafters and joists is given on the plan.
- (3) A section through the hall (section on A. A.) is given with foundations.
- (4) The line B. B. shows where section B. B. is taken.

Ref. on Cur. No. 8538/09, dated 20th July 1910.

Submitted to Government with reference to Memorandum No. 184-2, Educational, dated 11th June 1910.

2. The plan and estimates are enclosed.

A. G. BOURNE,
Director of Public Instruction.

VII

Note by the Chief Engineer, Public Works Department, dated 29th September 1910.

The Director of Public Instruction submits for sanction, through the Educational Department, an estimate, amounting to Rs. 6,707, and one plan for providing accommodation for the St. Joseph's Incomplete Secondary school at Tiruppappuliyūr, South Arcot district.

The plan and the estimate have been scrutinised in the Chief Engineer's office, and the following alterations have been made :—

- (1) The scantlings of joists 1' 6" centres are altered from 3" × 6" to 2½" × 8".
- (2) Wall purlins are altered from 3" × 4" to 3" × 5".
- (3) Purlins 2" × 3½" at 6' 3" centres are now provided.
- (4) Principal rafters at 2' 0" centres are altered from 3" × 4" to 4" × 7".
- (5) Rolled steel girders should be 14" × 6" × 57 lb. spaced at equal intervals of 10' 1".
- (6) The number of corbel stones is increased from 4 to 8, and the section is reduced from 9" × 9" × 2' 6" to 6" × 4" × 2' 3".
- (7) Camber pieces over girders 6" × 3½" are now provided.
- (8) Provision for unforeseen works is increased from Rs. 50 to Rs. 63.
- (9) The Superintending Engineer should satisfy himself that the foundations, which involve a pressure on the soil of 1.07 ton per square foot, are sufficient.

With these remarks the estimate, as altered by the Chief Engineer, amounting to Rs. 7,260, is recommended for sanction.

F. J. WILSON,
Chief Engineer.

Order—No. 580, Educational, dated 8th October 1910.

The Government are pleased to sanction a grant not exceeding one-third of the actual expenditure, nor exceeding Rs. 2,400 towards the cost of providing suitable accommodation for the St. Joseph's Incomplete Secondary school, Tiruppappuliyur, Cuddalore, subject to the following conditions:—

(1) That in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted;

(2) that the work is completed before the 31st August 1911;

(3) that a certificate of the actual expenditure incurred on the work is submitted before the 31st October 1911;

(4) that all other conditions prescribed in the Grant-in-aid Code have been duly complied with.

2. On the above conditions being fulfilled the grant will be paid as funds become available.

(True Extract.)

L. M. WYNCH,
Secretary to Government.

To the Director of Public Instruction, with plans and estimates.
" Accountant-General.
Editors' Table (Order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 580, EDUCATIONAL, DATED 8TH OCTOBER 1910.

[SUBJECT.—*Building grant of Rs. 2,216 for the St. Joseph's incomplete Secondary school, Tiruppappuliyur, Cuddalore.*]

Previous papers.

G.O.,	No.	577, Edl.,	dated	5th August	1908.
"	"	366	"	8th	"
"	"	197	"	29th March	1909.
"	"	256	"	29th April	"
"	"	1254 L.,	"	6th October	"
"	"	587, Edl.,	"	28th October	"
"	Nos.	662-63	"	23rd December	"

From the Director of Public Instruction, dated 26th January 1910, No. 8538.

The Director of Public Instruction submits plan and estimate, amounting to Rs. 6,707, for providing suitable accommodation for the St. Joseph's incomplete secondary school, Tiruppappuliyur, Cuddalore, and recommends that under article 51

of the Grant-in-aid Code a total grant of Rs. 2,216 may be sanctioned. The estimate provides for the following:—

(1) Cost of the building already purchased	..	..	..	RS.
(2) Improvements to the above building	..	..	..	3,300
				3,350
Total	..	..	..	6,650

2. Before the plan and estimate are forwarded to the Public Works Department for scrutiny, the question whether a grant may be sanctioned should be decided. Two points arise for consideration in this connection. These are—

(1) whether a grant may be sanctioned towards the cost (Rs. 3,300) of the building which has already been purchased contrary to the provisions of article 51 of the Grant in Aid Code, which says that "grants shall not be given for a building regarding which the Director has not been consulted and for which aid has not been promised and the plans and estimates approved previously to its purchase", and

(2) whether it is desirable to sanction a grant in aid of an incomplete secondary school seeing that the policy of Government is to discourage the existence of such schools.

3. As regards (1), namely, why the Director of Public Instruction was not consulted before the purchase of the building, the correspondent of the school explains that he could not do so because "the negotiations had to be conducted as secretly as possible and a conclusion was come to almost suddenly. Applying for a grant at the time would have caused delay and most probably my efforts would have been foiled again", Dr. Bourne states that the correspondent's explanation may be accepted, as a special case. But there appears to be no reason why the correspondent of the school should not have consulted the Director of Public Instruction "confidentially" before the purchase of the school, or why he should

not have done so immediately after the negotiations for the purchase were concluded. From the correspondent's letter, dated 19th December 1909, it is observed that the purchase was made in August 1909, but the application to the Director of Public Instruction was not made before the latter part of December 1909, and no explanation has been attempted for this delay of four months. In an analogous case disposed of in G.O., No. 256, Educational, dated 29th April 1909,

This case is not, however, quite similar to the present case, which is that of a purchase of a building, and the improvement of the building so purchased. It was a case of constructing a new building, in regard to which the Director of Public Instruction had not been consulted previously. The case in point seems to be G.O., No. 577, Educational, dated 5th August 1908.

K. RANGASWAMI AIYANGAR—4-2-10.

with an application from the Young Women's Christian Association for a grant from Government towards the cost of a site purchased for the association Mr. Taylor (then Secretary) observed that if any grant was to be given to the Young Women's Christian Association, Madras, "it should be given in respect of new buildings, if any, to be constructed" and the Government declined to sanction any grant towards the cost of purchasing the site and buildings or for the buildings constructed before consulting the Director of Public Instruction—please see paragraph 2 of G.O., No. 577, Educational, dated 5th August 1908. It does not appear that there are any special grounds in the present case for not enforcing the Grant-in-aid rules, as was done in the case of the Young Women's Christian Association.

4. As regards (2), namely, the policy of Government in respect of incomplete secondary schools, it is submitted that they are not in favour of having schools of this kind. Their policy is to do away with incomplete secondary schools and convert them into elementary schools—*vide* Sir George Forbes' and Dr. Bourne's notes on pages 1 and 2 of the notes with G.O., No. 197, Educational, dated 29th March 1909. In that order the Government sanctioned a grant of Rs. 2,600 for the incomplete

secondary school, Palacole, on the understanding that every endeavour should be made to convert the school into a complete elementary school, if it was found impracticable to convert it into a complete secondary school. But when the manager of the school failed to comply with this condition the Government withdrew the grant because they thought

Page 1 of G.O., No. 587, Educational, dated 28th October 1909.

that "to allow the grant to be made none the less would be contrary not only to the condition on which it was made, but to declared policy and be an awkward precedent"—*vide* Mr. Francis's note on page 2 of G.O., No. 587, Educational, dated 28th October 1909, and the Honourable Member's note following it. Attention is also solicited to paragraph 5 on pages 3 and 4 of G.O., No. 662, Educational, dated 23rd December 1909, which contains the observations of Government on the subject of discouraging incomplete secondary schools.

5. In these circumstances it is for consideration whether the grant applied for may be sanctioned.

P.R.—3-2-10.

Please obtain from Local and Municipal, G.O., No. 415 L., dated 2nd April 1909, regarding certain schools in the South Canara district and G.O., No. 1254 L., dated 6th October 1909, relating to the transfer to the secondary grade of the elementary school at Chirala, under the Ongole Taluk Board.

K. RANGASWAMI AIYANGAR—4-2-10.

G.Os., No. 415 L., dated 2nd April 1909, and No. 1254 L., dated 6th October 1909, are put up.

P.R.—11-2-10.

Attention is solicited to G.O., No. 1254 L., dated 6th October 1909, and the notes therewith, in which the policy of Government in regard to the maintenance by local bodies of incomplete secondary schools is set out. In view of the orders issued by Government in regard to the Palacole school, it is for consideration whether any grants should be sanctioned for the incomplete secondary school at Tiruppappūliyūr.

K.R.—12-2-10.

I submit that a grant in this case should certainly be refused. Article 51 (ii) of the Code is explicit and in any case the delay in applying for a grant is very great and has not been explained. Again, it is against policy to encourage incomplete secondary schools.

C. A. SOUTER—12-2-10.

Submitted that a grant should be refused.

L. M. WYNCH—14-2-10.

Please ask the Director of Public Instruction whether the school should not be converted into a good elementary school and why this case should be treated as a special one and the grant made. I should have said in Cuddalore we might adhere to the rule.

M. H[AMMICK]—15-11-10.

Draft official memorandum accordingly please.

L.M.W.—16-2-10.

The draft memorandum is submitted for approval.

P.R.—16-2-10.

K.R.—16-2-10.

Issue.

A. GALLETTI.

[Memorandum No. 181-1, Educational, dated 21st February 1910.]

From the Director of Public Instruction, dated 24th March 1910, No. 8538.

The Director of Public Instruction reports that for the reasons given in paragraph 1 of his letter, the school is secondary in nature and that it may be considered to be a branch of the main secondary school at Cuddalore. Dr. Bourne is unable to give any reason for treating the case as special, but he states that Rev. Father Verdure saw him and that he (Dr. Bourne) somewhat "reluctantly came to the conclusion that it was a case in which the rules might be deviated from."

2. The above information was called for with reference to the Honourable Member's remarks above.

P.R.—6-4-10.

Even if it is conceded that, as stated by Dr. Bourne, the school in question is secondary in nature and is a branch of the only complete secondary school in Cuddalore, it does not appear that there is sufficient justification for the payment of building grants when the Grant-in-aid rules have not been followed. There seem to be no special grounds for not enforcing these Grant-in-aid rules in this case.

K.R.—6-4-10.

The justification—necessity for closing with an offer at once—is a good enough one. The subsequent delay was apparently due to preparation of plans for improving the house. If these plans are accepted by the Public Works Department, a grant might be given at any rate for the improvements; I would suggest also towards purchase,

the whole grant being paid subject to approval of the building on completion of improvements. Postponement of payment of the purchase-grant (which would ordinarily be paid at once) will vindicate the outraged rule.

2. The priests had been waiting three years for their bargain. They closed fearing to lose it. To run the risk of losing it and having to wait again would not have been in the interests of the school. To make a worse bargain by paying more or getting a worse house for the same money would have been a bad bargain for Government in respect of their grant-in-aid as well as for the priests.

A. GALLETTI—7-4-10.

I do not quite understand paragraph 1 of Director of Public Instruction's letter.

St. Joseph's College, Cuddalore, has a High school department I believe and there is also the Town High school which is a complete secondary school. What necessity there is for an incomplete secondary school in Tiruppappūliyūr which is just across the river and within a mile of the Town High school and say two miles from St. Joseph's College, I do not quite know.

The Town High school in Cuddalore is one of the 19 schools which Government propose to take over.

L.M.W.—8-4-10.

For favour of remarks as the information furnished by the manager as stated in paragraph 1 seems to have been incorrect.

To the Director of Public Instruction.

L.M.W.—8-4-10.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

"Town" should have been "Tiruppappūliyūr"—the paragraph is in part extracted from a letter from the Inspector where the context makes this clear.

There was another secondary school in Tiruppappūliyūr—a branch of the "Town (High) school", but this has been recently closed.

This Catholic school at Tiruppappūliyūr has been in existence since 1883—indeed from 1887 to 1897 it was a High school. It was then reduced to a Middle school because the buildings were so inadequate. In 1907 it was re-recognized under the new rules as an incomplete secondary school—a branch of the St. Joseph's High school. The department has all along been pressing the management to provide better accommodation.

There appears to be scope for all the schools. The latest figures show —

St Joseph's school, Cuddalore	..	564	(including 198 Native Christians)
Cuddalore Town school	..	..	..
St. Joseph's Tiruppappūliyūr branch	..	..	..
	..	298	
	..	297	

A. G. BOURNE—23-5-10.

The Director of Public Instruction's reply to Honourable Member's query on page 3 of the note file will be found in the current file.

In his u.o. note above, the Director of Public Instruction replies to some further queries of mine.

There is room for this school in Tiruppappūliyūr. It is of the nature of a secondary school. The department have been pressing the manager to improve the accommodation.

The manager concluded the bargain to purchase the building without consulting the department and thereby infringed article 51 (ii) of the Grant-in-aid Code, but he explains that he had been waiting three years to make it and was afraid of letting it slip through his fingers.

In these circumstances I think we may condone the breach of the rules.

The proposed grant may be given on the usual terms. The manager asks for two grants—(i) in aid of the purchase and (ii) in aid of improvements. The total grant admissible comes to Rs. 2,216.

M. H[AMMICK]—25-6-10.

If Honourable Member approves, the plans and estimates will be sent for scrutiny to the Public Works Department before the order sanctioning the grant issues.

L.M.W.—23-5-10.

To the Public Works Department.

For favour of scrutiny of the plans and estimates.

L. M. WYNCH—26-5-10.

PUBLIC WORKS DEPARTMENT.

The information given on the plans and estimates is insufficient for scrutiny. The note by the Chief Engineer added to the current file gives particulars of the further data required.

P. HAWKINS—2-6-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The draft memorandum is submitted for approval.

P.R.—9-6-10.

K. RANGASWAMI AIYANGAR—10-6-10.

Issue.

S. H. SLATER—10-6-10.

[Memorandum No. 184-2, dated 11th June 1910.]

From the Director of Public Instruction, dated 20th July 1910, No. 8533/09.

The plan and estimate which have been revised in accordance with the Chief Engineer's note in the current file may be forwarded to the Public Works Department u.o. with reference to their note above.

P.R.—23-7-10.

K.R.—25-7-10.

S.H.S.—25-7-10.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

A note by the Chief Engineer is added to the current file. The Chief Engineer, after scrutiny, has raised the estimate from Rs. 6,707 to Rs. 7,260 and recommends the estimate as altered by him. The work can be carried out in about seven months.

2. The file may, it is submitted, be transferred to Educational u.o.

T.P.S.—6-9-10.

R.K.—6-9-10.

P. K. SUBBAIYAR—6-9-10.

P.H.—29-9-10.

To the Educational Department.

[G.O., No. 580, Educational, dated 5th October 1910.]

” ” ” ” ” 19

READ ALSO:—

C. No. 184, From the S.P. 9, No. 8538/09, dated 26-1- 1910.

11 11 bsc 11 11 do — 11 853 8709 24-3-1940

1430 do 8538/09 20-7-1900

Note by the Chief Engineer „ „ „ 29-9-1960.

ORDER.

No. 580, dated 8. 10. 1910.

RS

Order only to be placed on E.T.

THE Government are pleased to sanction a grant not exceeding one-third of the actual expenditure, nor exceeding Rs. 2,400 towards the cost of

providing suitable accommodation for
St. Joseph's Incomplete Secondary School,
Tiruppur, Coimbatore, —
subject to the following conditions:—

(1) That in carrying out the work the suggestions of the Chief Engineer in his note read above are adopted;

(2) that the work is completed before the 31st August, 1911

(3) that a certificate of the actual expenditure incurred on the work is submitted before the 31st October 191

(4) that all other conditions prescribed in the Grant-in-aid Code have been duly complied with.

2. On the above conditions being fulfilled the grant will be paid as funds become available.

PP
6.10.10

7/10/10

Lib. 810

To The Director of Public Instruction with plans and estimates
Accountant-General. ✓

Accountant-General.
Editors' Table (order only)



Current No., dated 190 ..

G.O., No. 580, dated 8-10-1900.

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

Docket Building, Pump, Sanctioning
a plan for erecting 2400 towards
the cost of providing suitable accommodation
for the St. Josephs complete
Secondary School, Tirupattur.

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

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Ooty Records	...	3	3
For filing with original	...	1	1

Total ... 34 19

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The Comr. for Govt. Examinations.....			
The Superintendent, Govt. Museum.....			
The Surgeon-General.....			
The Accountant-General.....	10		
The Collector of.....			
The P. D. B.....			
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(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.

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(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.)

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 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.....	13-10-10	LB	
First proof furnished on.....	22-10-10	LB	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	25-10-10	LB	
Final copies supplied on.....	29-10-10	LB	
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....	15		
For Volumes.....	16		
For E. T.....	71		
Total ...	186	19	