

Government of Madras.

EDUCATIONAL DEPARTMENT.

MISCELLANEOUS.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

105

G.O., No. 634, 8th November 1910.

Lawrence Asylum, Ootacamund.

Declining to sanction the employment of an additional teacher on Rs. 250 *per mensem* in the —.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

MISCELLANEOUS.

Recd.

Enclosures

} 1911.

Regd.

Spare copies

G.O., No. 634, 8th November 1910.

Lawrence Asylum, Ootacamund.

Declining to sanction the employment of an additional teacher on Rs. 250 per mensem in the —.

GOVERNMENT OF MADRAS

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

Letter—from the Chairman, Ootacamund Lawrence Asylum Committee.
To—the Secretary to Government, Educational Department (through the Director of Public Instruction, Madras).
Dated—Wellington, the 2nd August 1910.
No.—1350.

I am desired by the Committee to acknowledge receipt of G.O., No. 371, dated 29th June 1910, recording report on the working of Ootacamund Lawrence Asylum for 1909.

2. With reference to the paragraph (2) drawing the attention of the Committee to the question of additional supervision of classes by headmaster, the Committee desires to make the following representation. In paragraph 6 of Director's report embodied in G.O., No. 426, Educational, dated 21st July 1909, the attention of the Committee was invited to the desirability of improving the attendance in the high school sections of the boys' school. Endeavour was made to do so. The number of boys in standard VIII, the average attendance in which has formerly been 3 or 4 pupils only, rose to 12 and a new and higher standard IX was formed with 4 pupils, making a total of 16 boys in the high sections of the school. That extra work would be involved was realized last year by the Director of Public Instruction, who recommended the appointment of an additional teacher for the high standards—a recommendation which was approved of by Government in G.O., No. 426, above mentioned. The Committee carefully considered the matter at meeting, dated 23rd July 1909, but felt that, until the prospects of the Lawrence Asylum Press were more assured, it was unable to justify increased permanent expenditure from Asylum Funds, and that it was reluctantly obliged to hold over the appointment of another teacher at any rate for the present. The extra work involved consequently fell mainly on the headmaster, who has done his best and obtained successful results at the examinations. The Committee trust that Government will be pleased to recognise that the want of supervision suggested was due to circumstances beyond the headmaster's control, and in no way reflecting on his good work for the school.

3. In order to increase efficiency, the Committee begs to request that Government may be pleased to give a grant for three or five years to provide an additional teacher on Rs. 250 *per mensem*, and Rs. 25 *per mensem* house allowance (as no spare quarters are available at the Asylum), for the high school sections and thus allow the headmaster more time for supervision. It is submitted that this request is a reasonable one, as the school would be providing in addition to the Principal who keeps a general supervision over the classes, a headmaster who would give practically the whole of his time to teaching teachers how to teach in accordance with the new Code and thereby performing in effect the functions of a training college on a small scale. If it was found after the period of time for which an extra grant was sanctioned, that the salaries offered by the Asylum were sufficient to keep the men so trained, the services of the extra teacher might be dispensed with, and the headmaster revert to his work as at present performed. If, however, it was found that such men were, as a direct result of this special training by the headmaster, enabled

to get better posts elsewhere in the Presidency and consequently left the service of the Asylum, the continuance of a special grant would have to be applied for until such time as the funds of the Asylum were able to bear this extra expenditure.

N. Ref. on Cur. No. 5339, dated 19th August 1910.

Submitted to Government and recommended.

A. G. BOURNE,
Director of Public Instruction.

II

Official Memorandum No. 1648-1, Educational, dated 10th September 1910.

The Director of Public Instruction is requested to be good enough to forward, for the perusal of Government, the following inspection reports on the Ootacamund Lawrence Asylum by the Inspector of European and Training schools:—

- (1) No. D/507, dated 17th June 1909.
- (2) „ D/515 „ 18th „ „
- (3) „ D/346 „ 18th May 1910.
- (4) „ D/343 „ 20th „ „

(By Order.)

S. H. SLATER,
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 20th September 1910.
No.—R. C. 6105.

With reference to Government Memorandum No. 1648-1, Educational, dated 10th September 1910, I have the honour to submit herewith the inspection reports of the Lawrence Asylum, Ootacamund, called for therein.

Order—No. 634, Educational, dated 8th November 1910.

The Government regret that they cannot accede to the request of the Committee as they are not satisfied that sufficient grounds exist for increasing the staff. Further the Government have not hitherto agreed to bear any recurring charge on account of the institution and a departure from practice in this respect could not be permitted without careful consideration.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Committee of the Lawrence Asylum, Ootacamund.
 „ Director of Public Instruction.

NOTES CONNECTED WITH G.O., No. 634, EDUCATIONAL, DATED
8TH NOVEMBER 1910.[SUBJECT.—*Employment of an additional teacher on Rs. 250 per mensem in
the Lawrence Asylum, Ootacamund.*]*Previous papers :*

G.O., No.	764, Educational, dated	13th November	1908.
" "	426	" "	21st July 1909.
" "	441	" "	27th " "
" "	371	" "	29th June 1910.
" Nos. 391-92	" "	" "	9th July "

From the Director of Public Instruction, dated 19th August 1910, No. 5339.

The Committee of the Lawrence Asylum, Ootacamund, requests that the Government may be pleased to sanction a grant for three or five years to provide an additional teacher on Rs. 250 with a house allowance of Rs. 25 *per mensem* for the male branch of the Lawrence Asylum in order to relieve the headmaster of a portion of his teaching work and to allow him more time for supervision.

2. In reviewing the report on the working of the Lawrence Asylum during the year 1908 the Director of Public Instruction remarked on the defective method of teaching adopted in some of the subjects, the large number of absentees in the male branch on the date of inspection and the desirability of strengthening the teaching staff by the appointment of an additional teacher, and in paragraph 2 of G.O., No. 426, Educational, dated 21st July 1909, the Government invited the attention of the Lawrence Asylum Committee to these remarks. Again in reviewing the report for the year 1909, the Director of Public Instruction remarked that the general supervision of the institution was not quite adequate and effective and that the headmaster should be relieved of a part of his teaching work so that he might devote more time to supervision and in paragraph 2 of G.O., No. 371, Educational, dated 29th June 1910, the Government invited the attention of the Committee to the necessity of providing for adequate and effective supervision of the institution by the headmaster. It is with reference to these remarks that the Committee now proposes to appoint an additional teacher.

3. The Committee remarks that the headmaster "would give practically the whole of his time to teaching teachers how to teach in accordance with the 'new Code' and that the Asylum would thus be performing in effect the functions of a training college on a small scale. If it was found on the expiry of the period for which the grant is now applied for that the salaries offered by the Asylum were sufficient to keep the men so trained, the services of the extra teacher, the Committee states, might be dispensed with, and the headmaster reverted to his work as at present performed. If, on the other hand, it was found that such men were, as a direct result of the special training by the headmaster, enabled to get better posts elsewhere and left the service of the Asylum, the Committee states that the special grant now sanctioned would have to be continued until such time as the funds of the Asylum were able to bear the extra expenditure on account of the additional teacher. It will thus be found that the grant now applied for is likely to be a permanent one.

4. The Lawrence Asylum, Ootacamund, is a *quasi*-Government institution and is classed as a Government institution in the returns of the Educational Department. It is managed by a Committee appointed by Government. Under the rules sanctioned for the working of the Asylum, the Committee is directly responsible to Government for the administration of the Asylum and shall carry out all the orders of Government relating thereto. The institution is not eligible for any grant either under the Grant-in-Aid Code or the Code of Regulations for European Schools, both of which apply to institutions under private management only. Any grant to be sanctioned for the Asylum should therefore be outside the Grant-in-Aid Rules.

5. As regards the financial condition of the Asylum it will be observed that all its available funds are now required to meet the cost of certain extensions and improvements to the buildings which is estimated to amount to Rs. 1,11,000 and towards which the Government of India have been requested to make a grant of Rs. 57,000. The annual receipts of the Asylum are not likely to show any increase in the next few years owing to the anticipated decline in the income of the Lawrence Asylum Press in consequence of the withdrawal of the printing work of the Madras and Southern Mahratta Railway—*vide* paragraph 2 of letter No. 392, Educational, dated 9th July 1910.

6. The Director of Public Instruction recommends the application of the Committee and it is for consideration whether the application may be sanctioned.

P.R.—2-9-10.

T.K.—3-9-10.

The Committee base their request for a grant for an additional teacher on the ground that the strengthening of the 8th standard from 4 to 12, and the creation of a 9th standard, have involved an amount of extra work which will necessitate an addition to the staff of teachers, especially in view of the fact that the Government have called attention to the need for more supervision by the headmaster.

2. It appears, however, from page 14 of the report for 1909 that the actual strength of the 8th standard was then only five, while the 9th contained only one pupil. Clearly a standard with only one pupil ought not to be separately maintained, and the 8th and 9th standards might apparently be amalgamated, thus economizing teaching. That being so, it doesn't appear that there is really any addition, to speak of, to the work of teaching, and the necessity for an additional teacher *pro tanto* disappears.

3. There is, however, the additional argument that the headmaster must be relieved of a portion of his present work to enable him to exercise more supervision. General supervision, however, is to be exercised by the Principal, a supervision of *tuition* in the male branch is to be exercised by the headmaster under the direction of the Principal, who assigns him a certain share in the work of teaching (Rule 16). The Committee do not say exactly what is the work at present being done by the headmaster; but it is clear that supervision over the work of the other teachers is an integral part of his duties, and the fact that Government have recently drawn attention to the need for more supervision is not in itself a ground for demanding more teachers, especially when

Paragraph 5 of Director of Public Instruction's Proceedings, page 2 of G.O., No. 371, Educational, dated 29th June 1910.

Paragraph 2 of G.O., No. 371, Educational, dated 29th June 1910.

Paragraph 2 of G.O., No. 371, Educational, dated 29th June 1910.

the cost cannot be borne by the institution itself, but must be met from what will probably become a permanent Government subsidy. And if the figures on page 14 of the report for 1909 are referred to, it will be seen that the total strength of the boys' side fell from 307 to 302, while the 8th standard had only five boys, and the 9th (with one) did not justify its separate existence.

4. The advantages of the scheme, moreover, as described in paragraph 3 of the Committee's letter are, I submit, somewhat dubious. The headmaster is to be set free to perform the functions of a training college on a small scale. If his efforts are successful, the services of the other teachers will become more valuable, and the Asylum will have to pay them higher salaries. If it can't afford to do so, then the additional teacher now asked for will have to be kept. Thus Government or the Asylum will be committed to a permanent increase of expenditure on insufficient grounds. This is not a practical scheme, I submit. If time is to be found for the headmaster to teach teaching, it will have to be found also for the teachers to learn teaching. Even if the advantages of the scheme were more obvious than they are, this is not the time, I submit, for the Asylum, the financial position of which is very weak at present, to incur a permanent increase of expenditure, for which, even at the very outset, it has to seek Government aid.

S. H. SLATER—7-9-10.

I do not find the inspection reports. I should like to see the reports of June 1909 and May 1910.

Please obtain from Director of Public Instruction if they are not in the office.

L. M. WYNCH—9-9-10.

The inspection reports referred to are not available in this office. The Director of Public Instruction may be requested to forward them. A draft is submitted for approval.

T.K.—9-9-10.

Issue.

S. H. SLATER—10-9-10.

[Memorandum No. 1648-1, Educational, dated 10th September 1910.]

From the Director of Public Instruction, dated 20th September 1910, R.C. No. 6105.

The inspection reports on the Lawrence Asylum, male and female branches, dated June 1909 and May 1910, have been obtained from the Director of Public Instruction and are submitted.

T.K.—23-9-10.

K. RANGASWAMI AIYANGAR—23-9-10.

Please see pages 8 and 9 of the first and third reports.

S. H. SLATER—23-9-10.

It appears from the inspection report of May 1910 that the headmaster now gives three and three-fourths hours *per diem* to teaching work and three-fourths hour *per diem* to supervision.

The High School section, standards 8 and 9, has increased from 7 in 1909 to 17 in 1910, and Mr. Middlemast remarks that there is a good material coming on. The standards are not likely therefore to decline in strength.

2. The scale sanctioned in G.O., No. 764, Educational, dated 13th November 1908, gives only seven masters including the headmaster for eight standards 2—9. According to the report of 1910 there is at present a supernumerary second master, and by taking the 8th and 9th standards together in most subjects the headmaster gets a little time for supervision. The second master is however shortly to retire apparently, and as Mr. Middlemast points out it will then be absolutely necessary to increase the scale.

Present age 57. Inspector's remarks, page 8 of report for 1910.

3. In both the reports for 1909 and 1910 Messrs. Mayhew and Middlemast have drawn attention to the need for relieving the Headmaster of part of his teaching work, and even with the help of the supernumerary second master now employed (who is only a Matric and gives $2\frac{1}{2}$ hours a day to teaching work) the Headmaster only gets three-fourths hour per diem for supervision.

4. The pay of the present First Assistant is Rs. 150—5—175. The Committee ask for an additional master on Rs. 250 + 25.

5. If Financial will agree to accept the charge (for the Asylum funds are at rather a low ebb just now and are said to be unable to bear it) we might perhaps sanction an additional master on Rs. 200—5—225, with house allowance of Rs. 25 for two years, by which time the second master (Rs. 150) may have retired—and the additional man might then be permanently added to the sanctioned scale and paid for by the Committee.

Meanwhile, experience will have been gained as to whether the High School section is likely to become well established, and the Headmaster will have been able to show what improvements he can effect by having more time for supervision.

L. M. WYNCH—29-9-10.

To the Financial Department.

FINANCIAL DEPARTMENT.

In his inspection report on the Lawrence Asylum, Ootacamund, for the year 1909 the Inspector of European and Training schools remarked as follows:—

"I consider that one more teacher in addition to those sanctioned in G.O., No. 764, Educational, dated 13th November 1908. Educational, will be required if the school is to be maintained efficiently as a High School. The present scale gives six Assistants for eight classes (IX to II inclusive). Consequently the Headmaster has $4\frac{1}{2}$ hours' teaching work per diem which leaves him very little time for general supervision. The additional teacher should be a certificated teacher from England. The supervision of these teachers is very fair, considering the Headmaster's lack of leisure which prevents him from giving sufficient guidance in preparation of notes of lessons, etc."

Paragraph 6 of Director of Public Instruction's Proceedings on page 2 of G.O., No. 426, Educational, dated 21st July 1909 and paragraph 2 of Government Order *ibid*.

Page 8 of report for 1910-1911.

"There are at present eight teachers for the eight standards II—IX. This does not leave much time for effective supervision by the Headmaster, even though standards IX and VIII are taken together in most subjects. Of the teachers one No. 2 in the list is supernumerary to the sanctioned scale and on his retirement which, I presume, will take place in the next year or two it will be absolutely necessary to increase the scale of appointments. The addition should be made preferably at the top of the scale so that a teacher may be secured capable of relieving the Headmaster of some teaching work in the High section and he may be able to devote more time to general supervision and the training of male candidates for a certificate."

List of teachers on pages 5 and 6 of G.O., No. 764, Educational, dated 13th November 1908.

The Director of Public Instruction endorsed these remarks and the Government accordingly drew the attention of the Committee to the necessity for providing for adequate and effective supervision by the Headmaster.

Paragraph 5 of Director of Public Instruction's proceedings on page 2 of G.O., No. 371, Educational, dated 29th June 1910.

3. With reference to the above orders, the Committee now proposes the immediate employment of an additional teacher (probably with European qualifications) on Rs. 250 plus a house-rent of Rs. 25 and represents that, as the funds of the Asylum are not able to bear the extra cost, the Government may sanction the cost on account of the teacher for a period of three or five years. The additional

Ibid.

teacher is to be utilized in relieving the headmaster of a portion of his teaching work, thus enabling the latter to have more time for supervision and instruction of his Assistants how to teach. It is stated that if the Assistants, when so trained, get better posts elsewhere, the men who will take their places will also have to be trained and the teacher now proposed to be employed will have to be continued, and so also the Government grant for the extra teacher, until such time as the Asylum is able to meet the charge from its own resources.

4. In view of the remarks in the two inspection reports referred to above and in view of the fact that, even with the help of the supernumerary teacher, the Headmaster gets very little time, viz., three-fourths hour a day for supervision, the Educational Secretary's notes on pages 3 and 4 *ante*.

department will accept to bear the charges from Provincial funds, the appointment for two years of an additional teacher on Rs. 200—5—225 plus Rs. 25 for house-rent. It is stated that the supernumerary teacher on Rs. 150 will retire by that time and the additional teacher now proposed to be employed might then be drafted on to the permanent scale and paid by the Committee. According to the proposals as thus modified, the total cost on account of the teacher will be —

	Rs.
First year	(200 + 25) × 12 or 2,700
Second year	(205 + 25) × 12 or 2,760
Total ..	5,460

5. It is submitted that it does not appear from the inspection reports for 1909 and 1910 that the additional teacher now asked for is absolutely necessary so long as the supernumerary teacher continues. At present the supernumerary teacher is said to relieve the headmaster of a portion of his work and the work of supervision is performed by the Principal and Headmaster.

Educational Secretary's note on page 3 *ante*.
Paragraph 3 of Under Secretary's note on pages 2 and 3 *ante*.

6. The Asylum is an institution managed by a Committee appointed by Government. It receives an annual grant-in-aid from Imperial funds and no grant from Government. Attention is solicited to the notes in G.O., Nos. 391-2, Educational, dated 9th July 1910, where this Government urged the necessity of a grant of Rs. 57,000 from Imperial funds for extensions and improvements to the Lawrence Asylum buildings at Ootacamund. The Government of India have in reply stated that they are unable to make any grant for the purpose and have accepted the proposal of this Government to contribute the amount from Provincial funds.

Paragraph 10 of Registrar's note, dated 20th January 1910, on page 3 of notes to G.O., Nos. 391-2, Educational, dated 9th July 1910.

This connection of Government with the institution is a survival from the time when Madras had its own army.

C.R.

Letter from Government of India, Army Department, No. 2751 C., dated 16th September 1910.

Paragraph 11 of Registrar's note, dated 20th January 1910, on page 3 of notes to G.O., Nos. 391-2, Educational, dated 9th July 1910.

It simply means that it is the thin end of the wedge, and that it will not be long before the institution will claim recurring assistance from Provincial, for which our settlement was never intended to provide.

C.R.

8. In the above circumstances it is for consideration whether the entertainment of an additional teacher may not be postponed till the retirement of the supernumerary teacher on Rs. 150 when the Committee will be in a position to meet the charge from its own funds.

7. The question of the grant of help of a nature similar to the one now applied for does not appear to have arisen before and it is submitted that, if sanctioned, now will form a precedent.

9. If, however, Government decide to appoint an additional teacher at once, the charge will have to be borne by Provincial funds. As the Lawrence Asylum is not an *aided* institution, but is a *Government* institution, the cost on account of the teacher should be debited to the head 22-E. EDUCATION—GOVERNMENT SCHOOLS—GENERAL as in the case of the charges for other Government Educational institutions.

P.G.—11-1-10.

A.H.—13-10-10.

It is submitted that the proposal that Provincial should bear the cost of an additional teacher on Rs. 200—5—225 for the Lawrence Asylum for two years requires very careful scrutiny.

2. First as regards the *necessity* for the proposal, apparently the extra master is required for the purpose of taking over the duties of the existing headmaster who is to devote his whole time to the training of junior masters who are apparently at present untrained. It may be noted before going further that at present the headmaster has only $3\frac{1}{4}$ hours *per diem* teaching work and $\frac{3}{4}$ hour *per diem* for supervision, making a total of $4\frac{1}{4}$ hours' work a day. The Committee have not gone into this scheme very carefully, for instance, they do not explain what is to become of the classes of the junior teachers if their time is to be taken up while receiving instruction from the present headmaster. If the headmaster is to teach them outside regular class hours, it is submitted that this could be done without taking him away from his own class hours.

3. Apparently the necessity for teaching the masters is that they are at present untrained and the Committee recognise the possibility that, if they have to receive training at the hands of the headmaster, their prospects will be so benefited that they will then leave the institution. As a matter of fact, unless it is intended that the headmaster should practically be turned into the head of a normal branch of the school permanently, there seems no justification for his special deputation to teaching the junior masters. If these junior masters are at present untrained, the most economical course would appear to be to replace them by normally trained masters.

4. Further no information is available as to the amount of the supervision that the Principal is able to spare for this purpose. It is submitted that before we accept the charge for the new teacher we might ask Educational to consider the points set out above.

5. There is another aspect of these proposals so far as the Financial Department is concerned, and that is that we have never hitherto agreed to bear any recurring charges in connexion with these institutions, and that they are outside the scope of our Grant-in-aid Code and of the European Educational Code. In agreeing to take over recurring charges even for a time only, we will be making a new departure and establishing a precedent on which similar claims may be founded in future, which will be awkward to refuse to meet.

6. We have dealt generously with this institution in giving them Rs. 57,000 out of our surplus funds towards their *non-recurring* expenditure on building extensions. The taking over of recurring expenditure is, however, on quite a different footing. If this were done the institution would begin to compete with our settlement services, as it was entirely outside the scope of our normal educational

activities which were taken into consideration in fixing our last settlement. It is submitted that we should be very chary of accepting new obligations for which the Provincial settlement does not provide and that we are really only justified in doing so when there is a sufficient portion of our net income over and above what is necessary for the full development of our settlement services. At the present moment, services, for the development of which we are responsible, are all being overhauled and large expenditure is being incurred on them. Department after department is coming up for far-reaching revisions and reorganizations. It is such schemes as these which have the first claim upon our income.

7. I submit, therefore, whether it would not be better for Educational to ask the Committee to cut their coat according to their cloth in regard to recurring expenditure. Attention is invited to Chief Secretary's note, dated 21st January 1910, on page 4 of notes to G.O., Nos. 391-2, Educational, dated 9th July 1910.

C. REILLY—14-10-10.

Personally I agree with Registrar that this proposal is a new departure which we ought not lightly to undertake. Mr. Wynch proposes that Provincial should bear the cost of an additional master on Rs. 200—5—225 for two years, but if we once passed this, we should probably never get quit of the charge, and should have established a precedent for recurring grants towards the Asylum's establishment.

2. On the other hand, it was decided in the discussions which eventuated in G.O., No. 391, Educational, dated 9th July 1910, that the Lawrence Asylum should be regarded as a Government institution which the Provincial Government should, failing further assistance from India, help to bring up to a due standard of efficiency, and from this point of view the Government might give a grant towards the staff if it appeared necessary. It appears that the institution gets an annual grant of Rs. 48,000 from the Government of India and that it is therefore not eligible for assistance from this Government under the Grant-in-Aid rules.

3. It is pretty clear from their letter of 16th September last regarding the building grant, that the Government of India won't increase their annual contribution, and any further recurring grant would therefore have to be made by us. Allowing, however, that this might be legitimate in certain circumstances, I agree with Mr. Reilly that an adequate case has not yet been made out in the present instance, and that failing further evidence in support of it, the Asylum should be content for the present with our special building grant of Rs. 57,000.

W. S. MEYER—17-10-10.

I do not think a sufficient reason has been given for increasing the staff of the institution. The headmaster, I know, has really not a hard job at all.

M. H[AMMICK]—28-10-10.

A. G. CARDEW—29-10-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The draft order below is for approval.

K. RANGASWAMI AYYANGAR—1-11-10.

Issue.

M. S. MASCARENHAS—1-11-10.

[G.O., Mis. No. 634, Educational, dated 8th November 1910.]

Q

READ AGAIN G.O., No. _____, dated _____, 190_____

[illegible]

READ ALSO:—

C. No. 1648, From the D.P.G., No. 5359, dated 19.8.1900.

" " " " " " " 190

99 99 9 99 99 9 99 9 99 190

ORDER.

No. 634, dated 8. 11. 1960

mise

29 Feb

The Government do not
that they cannot accede to
Consider that sufficient grounds
the request of the Committee
have been shown for increasing
as they are not satisfied
the staff of the Lawrence
that sufficient grounds
Asylum, Ocala, and
exist for increasing the
available to sanction the
staff. Further the
grant applied for

11.11.10

2/1/44

Govt. have not hitherto
agreed to bear any recurring
charge on account of the
Institution & a departure from
practice in this respect could
not be permitted without careful
consideration. All
2/11

(Don't we
address the Chairmen?)
Submitted that Gos. are not addressed to
the Chairmen of L. System Committee
they are usually addressed either to
the Committee or to the Principal
Secretary - Vice P. O. 4098.
Principal ~~Chairman~~ together in committee
Committee of the Lawrence
Lawrence
P. O. 9.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT
LEGISLATIVE DEPARTMENT
FEB 1910

Current No., dated 190
G.O., No. 634, dated 8-11-1910.

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

Docket. *Declining to sanction the employment of an additional teacher at Rs 250 per mensem in the*

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.*				Notes
Madras Records	...	...	...	
Ooty Records	...	...	...	
For filing with original	...	...	...	
Total				34 19

FOR ISSUE.†		(b)		Notes.
Letter only.	Complete G.O.	Special issue copies of G.O.		
		No.	Papers.	
Signature copies.....				
India Office.....				
Govt. of India.....Dept.				
Public Department.....				
Judicial Department.....				
Financial Department.....		5		5
Revenue Department.....				
Public Works Department.....				
Local and Municipal Department.....				
.....Dept.				

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.

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

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

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

Clerk.

Clerk.

Clerk.

Supdt.

Supdt.

Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on..... 6-2-11	ST
First proof furnished on..... 11-2-11	ST
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on..... 21-2-11	ST
Final copies supplied on..... 24-2-11	ST

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24		
" " " " Issue.....	10		
For Volumes.....	10		
For E. T.....			
Total ...	44		