

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 693, 2nd December 1910.

Secondary school-leaving certificate.

Declining to comply with the request of the Municipal Council of Salem praying that, in view of the prevalence of plague in those parts, students in the High School department of Salem may be exempted from the rules for the grant of term certificates under the scheme for the award of the —.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 693, 2nd December 1910.

Secondary school-leaving certificate.

Declining to comply with the request of the Municipal Council of Salem praying that, in view of the prevalence of plague in those parts, students in the High School department of Salem may be exempted from the rules for the grant of term certificates under the scheme for the award of the —.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from M.R.Ry. E. S. RAMASWAMI AIYAR AVARGAL, B.A., B.L., Chairman,
Municipal Council, Salem.
To—the Secretary to Government, Educational Department (through the Collector
of Salem and the Director of Public Instruction).
Dated—the 15th November 1910.
No.—1411.

In submitting herewith a copy of the Resolution of the Municipal Council of Salem passed at a special meeting held on the 14th instant, I have the honour to point out that the attendance of pupils in the College and High School departments of the Salem College has considerably fallen owing to the heavy plague mortality in the town.

2. A list showing the daily attacks and deaths is herewith forwarded. This death-rate has occurred notwithstanding the fact that more than half the population have left the town and about 15,000 of the remaining inhabitants have been inoculated.

3. Cases have occurred in the streets quite close to the College premises and the parents and guardians of pupils are naturally afraid of sending them to the institution.

4. Under these circumstances I request that you will be pleased to grant the exemption prayed for in the Resolution.

5. An early order on the subject is solicited.

ENCLOSURES.

(i)

Extract from the proceedings of the Municipal Council, Salem, dated 14th November 1910.

Read letter from M.R.Ry. B. V. Narasimha Aiyar Avargal, Municipal Councillor, forwarding a petition from some of the parents and guardians of pupils reading in the High School department of the Salem College pointing out certain hardships regarding the withdrawal of pupils in the middle of the term and the grant of term certificates and requesting that the Educational authorities may be addressed to grant the exemption prayed for as a special case on account of the prevalence of plague in this town.

Resolved—

(1) That the attention of Government and the School Final Board be invited to the serious hardships involved by the rule for the grant of school final certificate under the heading "Preparation of certificate", sub-section (3), clause 2, "and no term certificate shall be accepted which is not gained in one and the same school" and that they be requested to modify the rule to enable pupils under exceptional circumstances to change school in the course of a term.

(2) That in consequence of the prevalence of plague in Salem during the last three months and the probability of its continuance for some months to come, the town of Salem has been and will be unfit for occupation during this period. That thereby most of the pupils of the High

school classes of the schools in the town of Salem will not be able to secure the term and annual certificate of attendance as required by the rule for the grant of school final certificate under the heading "To whom awarded", sub-section (2), "have attended each of the fourth, fifth and sixth forms for not less than 60 per cent. of the number of working days in each term and for not less than 120 working days in each school year".

(3) That the Government and School Final Board be requested to take the above circumstances into consideration and to grant exemption from the operation of the above rules for this term and the academical year to the pupils of the schools in the town.

(ii)

DAILY report of plague cases in the Salem Municipality from 1st November 1910 to 13th November 1910.

Town.	Date.	Number of attacks.	Number of deaths.
Salem	1st November 1910	14	14
	2nd " " " " " " "	12	12
	3rd " " " " " " "	19	13
	4th " " " " " " "	12	12
	5th " " " " " " "	24	18
	6th " " " " " " "	19	15
	7th " " " " " " "	22	15
	8th " " " " " " "	14	14
	9th " " " " " " "	19	9
	10th " " " " " " "	14	19
	11th " " " " " " "	13	11
	12th " " " " " " "	22	18
	13th " " " " " " "	18	15

Endt. No. 3802 H. Cur., dated 18th November 1910.

Forwarded.

2. The position is fairly described in paragraphs 2 and 3.

L. E. BUCKLEY,
Collector.

N. Ref on Cur. No. 7526, dated 19th November 1910.

Submitted to Government.

2. Several applications requesting that boys may be allowed to move from one school to another in the course of a term have been received all of which have been refused. Such refusals may seem harsh but it has seemed to Dr. Bourne and it seems so to me that the rule that the term's work must be done in one school must be maintained. A record divided between two schools can obviously be little better than meaningless. Moreover it is desirable to at any rate prevent pupils changing school in the course of a term. It may seem that plague scare is a sufficient reason for making exceptions but if we admit plague scare we can hardly refuse any application on grounds of health. In fact I think in practice we must either refuse or grant all applications for transfer during term.

3. Under the rules for the award of secondary school-leaving certificates embodied in G.O., No. 427, Educational, dated 21st July 1909, and interpreted by the Director of Public Instruction in his notifications in the Gazettes of 20th December 1909 and 11th June 1910 pupils now in the sixth form can only appear for the examination of March 1911 if they have attended for three terms, i.e., from January 1910 to the summer vacation of 1911. If therefore any Salem pupils fail to attend the current term they cannot appear for the examination of March 1911. They can however rejoin the sixth form in July 1911 and appear in March 1912.

Similarly boys now in the fourth and fifth forms if they fail to keep the current term will have to rejoin in those forms and will only be eligible for the Secondary school-leaving certificates in 1913 and 1914 respectively.

So far as keeping term goes the case of none of these boys will be any the worse if they also miss the first term of 1911, *i.e.*, January to March. They will lose the year in any case and will begin the second year in the same form in July 1911.

4. Any Salem sixth form pupil who aims at a University course can leave Salem College, join another school and appear for the Matriculation Examination of March 1911.

J. H. STONE,
Ag. Director of Public Instruction.

II

Telegram—from the Chairman, Municipal Council, Salem.
To—the Secretary to Government, Educational Department.
Dated—the 24th November 1910.

Plague serious. Early favourable orders solicited regarding letter No. 1411, dated 15th instant.

Order—No. 693, Educational, dated 2nd December 1910.

The Government regret that they cannot take the steps proposed in the resolution of the Municipal Council.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Chairman, Municipal Council, Salem.
" Director of Public Instruction.
" Local and Municipal Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 693, EDUCATIONAL, DATED 2ND DECEMBER 1910.

[SUBJECT.—*Exemption of the students in the High School department of schools in Salem from the rules for the grant of term certificates under the scheme for the school final examination.*]

Previous papers.

G.O., No.	467, Educational, dated 16th June 1908.
" "	427 " " 21st July 1909.
" "	647 " " 15th December "

Please ask the Director of Public Instruction if he can do anything to meet the complaint in this paper about Salem schools.
The *Hindu*, dated 5th November 1910.

M. H[AMMICK]—6-11-10.

Demi-official—from A. BUTTERWORTH, Esq., I.C.S., Acting Secretary to Government, Local and Municipal Department.

To—the Director of Public Instruction.
Dated—the 7th November 1910.
No.—2187-1.

I am directed to invite your attention to a letter on page 8 of *The Hindu* of the 5th instant about Educational grievances in Salem and to ask whether anything can be done to meet the complaints made.

Demi-official—from J. H. STONE, Esq., Acting Director of Public Instruction.
To—the Acting Secretary to Government, Educational and Legislative Departments.
Dated—the 11th November 1910.
No.—84.

With reference to demi-official No. 2187-1, dated the 7th instant, I have read the letter in question and find that it contains two distinct complaints. The first is that transfer certificates are not being granted from the Salem Town School. I wrote to Mr. Shutie, the Principal of the College who is in charge of this school and he informs me that there is no truth in this allegation. He says "very few applications for transfer certificates were received by me during the period referred to. Except in one case in which there was a delay of some days owing to an address being mislaid, the transfer certificates were sent to pupils as promptly as possible. In not a single instance was a transfer certificate of a pupil who had paid all fees due by him refused." He is of course entitled to refuse certificates if anything is due for fees.

2. The other complaint is against the department, and the grievance alleged arises under the rules for the award of Secondary School Leaving Certificates notified by Government in G.O., No. 427, Educational, dated 21st July 1909, and interpreted by the Director of Public Instruction in his notifications in the Gazettes of 21st December 1909 and 11th June 1910. The effect of these notifications taken together is that pupils now in a sixth form can only appear for the examination of March 1911 if they have attended for three terms, *i.e.*, (1) January to summer vacation 1910, (2) end of summer vacation to Christmas vacation 1910, (3) January to the summer vacation, 1911. If, therefore, any Salem pupils fail to attend this term, they cannot appear for the examination of March 1911. They can, however, rejoin the sixth form in July 1911 and appear in March 1912, *i.e.*, they will be kept back a year.

3. According to the letter of the notifications, I think, students now in the fourth or fifth forms could miss one term out of the seven and five between January 1910 and March 1912 or 1913, respectively, and still be eligible for the examinations of those years.

4. According to Dr. Bourne's interpretation of the notifications, which no doubt is in accordance with their intention, however, pupils must be two consecutive terms in each form to be eligible. Consequently Salem students of the fifth and fourth forms will be in the same position as those of the sixth if they miss this term, i.e., they will be put back a year. The grievance is consequently much smaller than the letter in the *Hindu* states. The writer of it has not apparently seen the notification of 11th June 1910. It is also to be remembered that any Salem pupil who aims at a University course can leave Salem College, join another school and appear for the Matriculation Examination of March 1911.

5. I am considering whether any further explanatory notification as to these matters is necessary.

6. It remains to consider whether anything can be done to mitigate the grievance such as it is. The essence of the Secondary School Leaving Certificate is that it is given not for passing an examination but as evidence of degree of success in a school career. The record of work in each of the high school forms is therefore an integral part of it and it is only by way of concession that certificates are to be given for this and next year which will only contain a partial record, and it seems impossible to accept a record of anything less than the three terms January 1910—March 1911. We cannot therefore in any case excuse the omission of a term. This is not however commonly asked for but that boys shall be allowed to move from one school to another in the course of a term. Several applications for this concession have been received from Salem due to plague scare and others from officers of Government transferred on public grounds, all of which have been refused and I admit that at first sight such refusal seems very harsh. It has, however, seemed to Dr. Bourne and it seems so to me that the rule that the term's work must be done in one school must be maintained, in fact a record divided between two schools can obviously be little better than meaningless. Moreover it is desirable to at any rate prevent pupils changing school in the course of a term. It may seem that plague scare and transfer on public grounds are sufficient reasons for making exceptions, but if we admit plague scare, we can hardly refuse any application on grounds of health and it is often quite as necessary for a man in business to change his place of residence as for an official to do so. In fact, I think in practice we must either refuse or grant all applications for transfer during term.

7. The losing of a whole year because a term has not been completed is I consider a hardship. It may easily happen more than once in a boy's career and very unduly protract it. I intend to consult the Board as to the possibility of mitigating this hardship.

8. If Government think that special action should be taken in case of Salem, our position would be least compromised by the Collector's ordering the closing of the College again and Government and the University directing that the loss of a term by its students and pupils should be condoned.

LOCAL AND MUNICIPAL DEPARTMENT.

From the Chairman, Municipal Council, Salem, dated 15th November 1910, No. 1411.

Under clause (2) of section II of the scheme for the award of Secondary School Leaving Certificates, the certificate is awardable only to boys or girls who have attended each of the fourth, fifth and sixth forms for not less than sixty per cent. of the number of working days in each term and for not less than 120 working days in each school year. Under clause (3) of section V again no term certificate shall be accepted which is not gained in one and the same school. The Municipal Council of Salem brings to the notice of Government that in consequence of the prevalence of plague most of the pupils of the High School classes of the schools in

the town will not be able to secure the term and annual certificates of attendance required by the above scheme. The Council therefore requests that the pupils of these high schools may be exempted from the operation of the above clauses for the current term and the academical year so that they may change school in the course of the term. The Director of Public Instruction does not recommend the grant of the concession.

As the matter is one to be dealt with in the Educational Department, the case may be transferred to that department u.o.

K.K.M.—22-11-10.

P. T. THARYAN—23-11-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Under the scheme for the award of the Secondary School Leaving Certificates—

(1) Such certificates are awarded only to pupils who have attended each of the fourth, fifth and sixth forms for not less than 60 per cent. of the number of working days in each term and for not less than 120 working days in each school year; and

(2) the term certificates produced for appearing at the public examination held under the scheme shall be those gained in one and the same school—*vide* paragraph II (2) and paragraph V (3) of the scheme.

2. Under the notifications issued by the Director of Public Instruction, dated 20th December 1909, and 11th June 1910, pupils appearing for the public examination in March 1911 are required to produce certificates of having attended three terms—that is, one term commencing in January 1910 and ending with the summer vacation of 1910; one from the end of summer vacation to the Christmas vacation of 1910, and one from January to the summer vacation of 1911. Pupils appearing for the examination of 1912 have to produce four term certificates and those appearing for the examination of 1913 and thereafter six term certificates. These certificates should not be for any single term but must be for two consecutive terms in each form.

3. Owing to the prevalence of plague in Salem, pupils in the sixth, fifth and fourth forms are unable to comply with the conditions mentioned above; and the Salem Municipal Council requests that the conditions may be relaxed in favour of Salem pupils.

4. Referring to the first condition mentioned above, that is, the production of a number of term certificates, the Director of Public Instruction (Mr. Stone) states:—

“The essence of the Secondary School Leaving Certificate is that it is given not for passing an examination but as evidence of degree of success in a school career. The record of work in each of the high school forms is therefore an integral part of it and it is only by way of concession that certificates are to be given for this and next year which will only contain a partial record, and it seems therefore impossible to accept a record of anything less than three terms—January 1910—March 1911. We cannot therefore in any case excuse the omission of a term.”

5. If the omission of a term is not excused, the Salem pupils of the sixth, fifth and fourth forms who fail to keep the current term will not be eligible for the examinations to be held in 1911, 1912 and 1913 respectively, and all of them will be put back a year. Mr. Stone admits

that the losing of a whole year because a term has not been completed is a hardship and that it may easily happen more than once in a boy's career and unduly protract it. He therefore proposes to consult the Board for the award of the School Leaving Certificates as to the possibility of mitigating this hardship. Mr. Stone states that it is by way of concession the certificates are to be awarded in 1911 to pupils who produce three term certificates, if so, it is not clear why the concession may not be extended somewhat in favour of Salem pupils and those who produce two term certificates may not be admitted for the examination in March 1911 or promoted to higher forms in July 1911. In his endorsement Mr. Stone does not recommend any concession, but in the last paragraph of his demi-official on page 2 *supra*, he states that if Government think that special action should be taken in the case of Salem, the Collector may order the closing of the college again and the Government may direct that the loss of a term by the pupils should be condoned. It is for consideration whether the Government will accept this suggestion.

Paragraph 6 of the Hon'ble Mr. Stone's demi-official on page 2 *supra*.

Paragraph 7 of the Hon'ble Mr. Stone's demi-official on page 2 *supra*.

6. The Director of Public Instruction also makes an alternative suggestion to get over the difficulty complained off. He states that any Salem sixth form pupil who aims at a University course can leave the Salem College, join another school and appear for the Matriculation examination of March 1911. The adoption of this course will not, however, afford the desired relief to all pupils. Most of the sixth form pupils aim at qualifying themselves for Government Service, and as under G.O., No. 647, Educational, dated 15th December 1909, persons who pass the Matriculation examination of the Madras University subsequent to 1910 will not be eligible for any Government appointment carrying a pay of more than Rs. 20 per mensem, the pupils can gain nothing by appearing for the Matriculation examination of March 1911.

7. As regards the condition that the term certificate shall be gained in one and the same school, the Director considers that it should be maintained. He states that a record divided between two schools can obviously be little better than meaningless and that it is desirable to at any rate prevent pupils changing schools in the course of a term. Although plague scare may appear to be sufficient reason for making exceptions, Mr. Stone considers that if plague is admitted to be sufficient reason, applications on grounds of health can hardly be refused and thinks that in practice all applications for transfer during the term must be either refused or granted.

T.K.—24-11-10.

The utmost that Government can do seems to be to condone the loss of a term by the pupils of the Salem College. The condition requiring attendance for three terms was imposed by the Director of Public Instruction, and it would perhaps be enough if the Director of Public Instruction issues an order to that effect to the Board for the grant of Secondary School Leaving Certificates. The condition laid down in paragraph V (3) of the scheme, that the term certificate should be gained in one and the same school, may, it is submitted, be maintained.

K. RANGASWAMI AIYANGAR—25-11-10.

This question must have come up in connection with the School Final Examination in Bombay, and I see from paragraph 1 of Sir G. S. Forbes' note in G.O., No. 427, dated 21st July 1909, that in special circumstances exemption may be given by an Inspector from the condition that candidates in Bombay must have attended a recognized school for two years previous to the examination. Please put up the Bombay rules at once if available.

C. A. INNES—25-11-10.

For information regarding the Bombay School Final Examination, please see page 12 of G.O., No. 467, Educational, dated 16th June 1908.

K. RANGASWAMI AIYANGAR—25-11-10.

I see that the Bombay rules do not help.

2. It seems clear that something ought to be done, and that there are two courses open to Government—either we may condone the loss of a term or we may, as a very special case, exempt the boys of the Salem College from rules II (2) and V (3) of the rules relating to the award of the Secondary School Leaving Certificate.

3. With all deference to the Director of Public Instruction I venture to think that the latter course is the correct one to take. The importance of the rule that no term certificate shall be accepted which is not gained in one and the same school is obvious, but it seems equally obvious that it is better to have entries made by two headmasters in one term than to have more at all as would be the result of closing the school and condoning the loss of a term. Further if plague breaks out again on the same scale in Salem next year and this year after we cannot go on condoning the losses of terms. The difficulty is likely to be a recurring one and some provision ought to be made to meet it, and transfers from one school to another even in the middle of a term seem the best solution. I do not agree that this procedure would be dangerous and that "if we admit plague scare, we could hardly refuse any applications on grounds of health." A severe epidemic of plague is a thing by itself and we can reasonably allow concessions in respect of it which we would refuse in individual cases. I would be inclined therefore to grant the exemptions prayed for by the Municipal Council as a very special case and for this term only. I think they are reasonable and I do not think we should refuse them in order to save the force of the Act! The orders should go out by wire. I do not suppose that the transfer of the boys would lead to spreading the infection to other schools.

C. A. INNES—25-11-10.

I do not think we can allow transfer of boys from one school to another in this case so far as the final school goes. That system can never work if transfers are allowed. In this case the final school examination for the certificate will be worth very little in the case of boys who leave this college and go to another. They will probably desire to come back to Salem after the plague is over and make another change. After all it is the loss of a year which may happen to any boy anywhere by sickness or accident.

The college is still open, and the boys can continue to go to it. It is certainly not a good thing to encourage boys to run away and if they do leave the college it must be at their own risk.

The Inspector of Schools made a mistake in moving the training school away without orders. We do not wish to encourage panic.

I understand that the Syndicate of the University has refused to make concession as regards Matriculation and I don't think we can do so as regards the School Leaving Certificates. The utmost importance is attached to this new system as a means of preventing this constant migration from school to school, and if we give exemption now we may be quite sure it will be used as a precedent in the future.

If the Collector were to order the school to be shut, or if the managing body shut the school it would be a different matter.

The Municipal Council should be the last body to recommend the course they propose. It is their school and they should not encourage boys to run away from it. It is of course the same spirit which actuates so many Police constables to resign as soon as plague appears near them, a spirit not to be encouraged.

Say Government regrets it cannot take the step proposed in the resolution of the Municipal Council.

M. H[AMMICK]—29-11-10.

Please draft.

C. A. INNES—29-11-10.

Draft submitted for approval. If approved, it may be sent to the Local and Municipal Department for acceptance.

T.K.—29-11-10.

C. A. INNES—29-11-10.

To the Local and Municipal Department.

LOCAL AND MUNICIPAL DEPARTMENT.

The draft may be accepted and the case returned to Educational.

P. T. THARYAN—30-11-10.

Yes.

L. DAVIDSON—1-12-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The draft order below may issue.

K. RANGASWAMI AITANGAR—2-12-10.

C. A. INNES—2-12-10.

[G.O., No. 693, Educational, dated 2nd December 1910.]

LEN 2338
Regd 25. 11. 10

7P^x

Recd
G.

INDIAN TELEGRAPHS.

NOTICE
This form must accompany any inquiry made respecting this Telegram.

25 NOV 1910

Charges to pay.

Rs.

As.

Handed in at (Office of Origin.)

Hour.

Minute.

Service Instructions.

Words.

Salem 2H

18. 25

Recd. here at

H.

33

TO

Government Local
& Municipal. Madras.

Plague serious early favourable
orders solicited re letter
number 1411 dated fifteenth
Inst—
= Municipal chairman

N. B.—The name of the Sender, if telegraphed, is written after the text.

World-Id Press, Calcutta—Tel.

EDUCATIONAL
TK
25/11

READ AGAIN G.O., No. _____, dated _____, 19____

” ” ” ” ” 19

READ ALSO:—

C. No. 2226, From the J.P.I. 80, No. 87, dated 11-11-1910 *not to be*

2314 Lt in dept 4323-1m 23-11-1910

" " 2338, " " Chairman Mel. Cl. Salen, " " 24-11 1910

ORDER.

P.S.

No. 693, dated 2. 12. 1918.

The Govt. regret that they cannot take the steps proposed in the resolution of the Municipal Council

7.2.
29-11-10

not for E.T.

70

The Chairman, Mr. C. C. Selous

2. 10. 9.

.. Lfm bebl. ✓

sent 2/10

2/12/11

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
DEPARTMENT.

Current No., dated 190 .

G.O., No. 693, dated 2-12-1900.

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

Secondary School Leaving Certificate
Declining to comply with the request of
the Municipal Council of Salem for
provision that in view of the prevalence
of plague in those parts, the students in the
High School Department of Salem may be
exempted from the rules for the grant of
term certificates under the scheme for the
award of the

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
Complete
Correspondence
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.	Special issue copies of G.O.		Notes.
			No.	Papers.	
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.....				
Total					

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.)

TO PRESS, MADRAS.
OOTY.

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 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.....	5-12-10
First proof furnished on.....	7-12-10
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	15-12-10
Final copies supplied on.....	24-12-10

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34		
" " " Issue.....	10		
For Volumes.....	16		
For E. T.....			
Total ...	60		