

Government of Madras.

EDUCATIONAL DEPARTMENT.

MISCELLANEOUS.

FOR RECORD ONLY.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., No. 68, 4th February 1911.

Budget Estimate.

Informing the Director of Public Instruction that the — for 1911-12 under the head 22-I. EDUCATION—MISCELLANEOUS—Contribution to Local Boards has been raised to Rs. 3,10,000 for the purpose of subsidizing Local Boards so as to enable them to open new elementary schools in villages containing more than 500 inhabitants.

Educational (1911) Department.

ORDINARY MS.

G.O., No. 68

DATED 4-2-1911

For Record only

Press

Please print
and send proofs.

[Despatch Abstract.]

Budget estimate

Informing the D. P. J.
that the — for 1911-12 under the head 22I-
Education - Miscellaneous - Contribution to Local Board
has been raised to Rs 3,10,000 for the purpose of
Subsidizing local Boards so as to enable them
to open new elementary schools in villages containing
more than 500 inhabitants.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

Order—No. 68, Educational, dated 4th February 1911.

The Director of Public Instruction will be informed that the provision in the budget estimate for 1911-12 under the head 22-I. EDUCATION—MISCELLANEOUS—*Contribution to Local Boards (Subsidies)* has been raised from Rs. 2,35,000, as entered by him, to Rs. 3,10,000. The sum of one lakh over and above the allotment for the current year (Rs. 2,10,000) is for the purpose of subsidizing Local Boards so as to enable them to open new elementary schools in villages containing more than 500 inhabitants in which there are no schools at present. For the same purpose, an extra grant not exceeding Rs. 1,60,000 will be made in the years 1912-13 and 1913-14. The Director of Public Instruction will be requested to take early steps to distribute the amount among the several District Boards with reference to the number of new schools to be started in each district and to see that the money is utilized for the purpose for which it is allotted.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Local and Municipal Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., MIS. No. 68, EDUCATIONAL, DATED
4TH FEBRUARY 1911.

[SUBJECT.—*Subsidy to Local Boards for opening new Elementary schools.*]

Previous papers :

G.O., No. 1547 L., dated 18th December 1908.
" " 1519 L. " 3rd " 1909.

Demi-official—from the Hon'ble Mr. M. HAMMICK, C.S.I., C.I.E., I.C.S., Member
of Council.

To—the Secretary to Government, Educational Department.

Dated—the 26th November 1910.

After speaking to Mr. Stone the other day about the Budget, I am inclined to think that the best way at present of helping the cause of elementary education now would be for Government to subsidise Local Boards for opening schools in villages containing either over 1,000 or over 500 inhabitants now without a school. I should think we might offer to pay all expenses for, say, three years from next year. That would be the rent of a house, pay of the schoolmaster, etc. But before we do this we must know what this is likely to cost. Can you please ask Mr. Stone as an urgent matter to report, if he can, where these schools would have to be opened, how many there would be, taking either 400 or 500 or 1,000—what he thinks of the proposal. We should have the proposals ready for the Budget.

I should also like to do something more to help teachers trained. But that is a bigger matter and must wait till Mr. Bourne returns. The subsidising for schools in these big villages could be done at once and get rid of some of our balances. Please set the matter in motion at once.

Demi-official—from the Hon'ble Mr. L. DAVIDSON, I.C.S., Acting Secretary to
Government, Educational Department.

To—the Director of Public Instruction.

Dated—the 26th November 1910.

No.—2340-1.

Will you please read the enclosed and let me have a reply as early as you possibly can? Better answer *demi-officially*.

Demi-official—from the Hon'ble Mr. J. H. STONE, M.A., Acting Director of Public
Instruction, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 1st December 1910.

No.—90.

Your *demi-official* No. 2340-1 of 26th November 1910.

I find that there are 5,330 villages of 500 to 2,000 inhabitants and 7,262 more with populations between 200 and 500, and 1,633 with populations between 1,000 and 2,000. If then the Honourable Member's first suggestion were adopted we should have to open 1,653 schools. These I estimate would cost to maintain on an average at least Rs. 20 per mensem each or Rs. 3,91,920 per annum. It would also be very difficult to staff them at short notice and there is no certainty of scholars being forthcoming for many of them.

2. In the course of this year Mr. Bourne instructed the inspecting officers to draw up lists of villages in which they recommended that Board schools should be started and a consolidated list is now in the press. I have a proof before me. In most of the villages in the list there are no schools, in others schools exist, but others are wanted particularly for Muhammadans. There are in all 586 villages and their population grouping is as follows:—

	No. of schools to be opened.
I. Villages having a population of 1,000 and above	471
II. Do. between 500 and 1,000	62
III. Do. between 400 and 500	10
IV. Do. below 400	19
V. Villages whose population is not given	24
Total ..	586

3. I would suggest that we begin with those villages recommended by the subordinate inspecting agency from their personal knowledge as exerting a demand for education, and subsidise local boards for opening schools in as many of them as possible. Such schools should in the larger villages have two teachers, in the smaller, one and their schools would cost about Rs. 25 and Rs. 13 per mensem respectively thus:—

	Cost per mensem.
	RS.
For schools in Group I—	
Two teachers at Rs. 10 and 8	18
Sweepers at Rs. 2	2
Rent at Rs. 3	3
Other contingencies (such as books, stationery, etc.)	2
Total ..	25
For other schools—	
One teacher on Rs. 8	8
Sweeper	2
Rent	2
Other contingencies	1
Total ..	13

4. The cost of providing all the villages in question with schools would be therefore Rs. 1,59,240 per annum.

Bourne provided in the Budget for 1911-1912 Rs. 25,000 with a view to extending board elementary education so that an addition of Rs. 1,34,240 would be enough. It seems to me that we should do very well if we could get so many as 580 new board schools started next year.

5. If however Government is prepared for still larger expenditure on elementary education, I would suggest that some revision of the Grant-in-aid Code and Educational Rules might be undertaken, particularly with a view to encouraging the opening and retention of fourth standards and the employment of trained teachers and I should be glad to know whether I may submit proposals which would inevitably involve additional expense.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The list of villages referred to in paragraph 2 of Mr. Stone's demi-official *ante* has been obtained from the Director of Public Instruction's office and is put up. It was available only on 8th December 1910. The list contains the names of the villages in each district (arranged under each sub-assistant's range) in which the educational inspecting officers recommend the opening of elementary schools by

local boards. The list shows that schools may be opened in 586 villages and that the number of schools which may be opened in each district is as follows:—

	Number of schools.		Number of schools.
1. Ganjam	5	12. North Arcot	47
2. Vizagapatam	13	13. South Arcot	43
3. Godavari	11	14. Tanjore	46
4. Kistna	32	15. Trichinopoly	34
5. Guntur	42	16. Madura	48
6. Nellore	13	17. Tinnevely	37
7. Bellary	36	18. Coimbatore	13
8. Anantapur	29	19. Salem	29
9. Cuddapah	42	20. Malabar	27
10. Kurnool	15	21. Nilgiris	4
11. Chingleput	17	22. South Canara	3
		Total ..	586

2. As many as 471 of these schools are to be in villages having a population of 1,000 and above, and the rest in villages with smaller population. The schools in the bigger villages are each to have two teachers, one on Rs. 10 and the other on Rs. 8 each and are estimated to cost Rs. 25 each per mensem including house-rent and contingencies, while those in the smaller villages are each to have one teacher and the cost per mensem of each school is Rs. 13. The Hon'ble Mr. Stone estimates the total cost of the 586 new schools at Rs. 1,59,240 per annum, and observes that as an extra provision of Rs. 25,000 has already been made on this account in the budget estimate for 1911-1912, an addition of Rs. 1,34,240 to the budget provision would be enough.

3. The first question for consideration now is what provision should be made in the budget estimate for 1911-1912 for the expansion of elementary education. The answer to this depends upon the reply to the question whether the Government can guarantee the continuance of the grant for future years. There are large balances available at present, and it may be easy to allot in 1911-1912, the whole of the 1.59 lakhs asked for by the Director

This is a question for Financial Department.

C. A. INNES.

of Public Instruction, but it has to be considered whether Government could

undertake to continue the contribution for the next two or three years. For it would be absolutely useless to start these schools if they are to be closed in the next year for want of funds. If it is considered that Government cannot, having regard to the state of the Provincial finances and the prospective demands on them, guarantee the continuance of such a large contribution for the next two or three years, then the best thing to do will be to make a smaller beginning on the principle of *festina lente*, and begin by starting, say, about 200 or 250 schools in 1911-1912, leaving the establishment of more schools to be taken up later, if and when funds become available.

4. An examination of the list of villages as abstracted in paragraph 1 of the note shows that while a pretty large number of schools are proposed to be opened in the districts of Kistna (32), Guntur (42), Cuddapah (42), North Arcot (47), South Arcot (43), Tanjore (46), Bellary (36), Trichinopoly (34), Madura (48) and Tinnevely (37), only a very small number is proposed in the districts of Ganjam (5), Nellore (13), Kurnool (15) and Chingleput (17). From statement C placed below which shows the actual expenditure of the several District Boards in 1909-1910 on education, and the probable amounts which those boards would be able to provide on this account having regard to their balances for 1910-1911, according to the budgets for that year, it will be seen that the District Boards can be divided into three classes, namely—

Class A.—District Boards which already spend on education more than 10 per cent. of their receipts and which cannot allot any funds for elementary education from their balances. Under this head come the District Boards of Ganjam, Guntur, Nellore, Bellary, Anantapur, Cuddapah, the Nilgiris and South Canara.

Class B.—District Boards which spend less than the prescribed minimum of 10 per cent. and whose balances are so low that they cannot allot any funds for the expansion of elementary education. Under this head come Vizagapatam, Kurnool, Tanjore and Trichirapoly.

Class C.—District Boards which already spend on education less than 10 per cent. of the income and which can find funds for extending elementary education. Under this head come the District Boards of Gódvári, Kistna, Chingleput, North Arcot, South Arcot, Madura, Tinnevely, Coimbatore, Salem and Malabar.

5. Taking first the District Boards falling under class C, it is observed that

* These figures have been arrived at after an examination of the financial position of the District Boards. they can find * funds to the extent specified below after providing a 5 per cent. balance for extending elementary education :—

	Rs.
Gódvári	3,700 †
Kistna	11,400
Chingleput	1,800
North Arcot	2,000
South Arcot	1,600
Coimbatore	10,300
Salem	6,600
Malabar	7,500

† Vide the last column of statement C.

6. The expenditure which these boards will have to incur in opening new elementary schools as proposed by the Director of Public Instruction will be as shown below :—

Percentage of boys under instruction to male population of school age.	Districts.	Number of schools.	Cost.
29.9	Gódvári	11	Rs. 2,992
28.9	Kistna	32	8,704
28.2	Chingleput	17	4,624
28.8	North Arcot	47	12,784
29.7	South Arcot	43	11,696
22.0	Coimbatore	13	3,536
18.9	Salem	29	7,888
30.4	Malabar	27	7,344
26.8 General average for the Presidency.		219	59,570

Vide page 132 of Volume II of the Public Instruction Report for 1909-1910.

7. In all the above districts except Salem, Coimbatore and North Arcot elementary education has made fair progress, the percentage of the number of boys under instruction to the male population of school-going age being more than the general average for the Presidency. Further, all the above districts, except Chingleput, North Arcot and South Arcot have sufficient funds for the opening of the new schools recommended by the Director of Public Instruction. Excluding for the present districts which have funds available for the expansion of elementary education and districts which show a fair progress in elementary education, the districts where education is backward and where the District Boards are not able to allot the whole or portion of the funds required for the opening of the new schools may, it is submitted, be taken up for treatment in the first instance.

Such districts are Vizagapatam (16.7 per cent.), Nellore (17.8 per cent.), Salem (18.9 per cent.), Anantapur (22.0 per cent.), and Cuddapah (24.0 per cent.) where education is backward, and Chingleput, North Arcot, and South Arcot which already spend more than 10 per cent. of their receipts on education and which have not sufficient funds for opening new schools.

The number of schools to be opened in these districts in accordance with the recommendations of the Director of Public Instruction will be 233 and their annual cost

* For working out these figures, the average cost of each school is taken at Rs. 159,240 or 586 Rs. 272 per school. will be roughly Rs. 63,376 * or say Rs. 63,500 in round numbers. A beginning may be made with these districts, the boards concerned being given a guarantee that the Government would make a grant to meet the entire cost of these

new schools for three years from 1911-1912. If the Government consider that more money could be allotted for this purpose in the next three years, the operations can be easily expanded, the less solvent districts being given preference to the others.

8. As regards the teachers required for the new schools, Mr. Stone said that if 1,633 new schools were started all at once, it would be very difficult to staff them at short notice. He does not say anything definitely about the possibility or otherwise of finding qualified teachers for the 586 schools proposed by him. Obviously he thinks the teachers required for them will be forthcoming.

K. RANGASWAMI AIYANGAR—10-12-10.

The most important point for consideration at this stage is what budget provision can be made in the budget estimates for next year for the purpose indicated in paragraph 1 of the Honourable Member's demi official letter above. When we know what provision Financial Department has been able to make, this department will take up the question of the further action necessary to ensure the money being spent.

2. Dr. Bourne has provided already a sum of Rs. 25,000 in the budget for the extension of Board elementary education, and Mr. Stone asks that this provision may be increased by Rs. 1,31,240. He admits however the difficulty of getting properly trained teachers for the new schools, and I agree with office that it is doubtful whether a lump provision of roughly Rs. 1,60,000 for the extension of Board elementary education would be expended in full next year—unless (other point seems to deserve consideration) the money might also be utilized in assisting local boards to bring under their own management as many as possible of the ephemeral aided and unaided elementary schools referred to in paragraph 64 of the Director of Public Instruction's last report. This however is a slightly different question, and for the purpose of opening schools in important villages where they do not at present exist, I should say that it would be sufficient if Financial Department could see their way to increasing the Rs. 25,000 provided by Dr. Bourne in the Budget by a lakh. The expenditure would be recurring for at least three years, and the question of increasing the lump provision, which will depend of course on the general financial position, might be considered next year.

C. A. INNES—12-10-10.

To the Financial Department.

FINANCIAL DEPARTMENT.

This case relates to the question (1) of giving increased subsidies to local bodies to enable them to open schools in villages at present unprovided with schools and (2) of the amount of provision to be made on this account in the budget for 1911-1912.

2. Provision so far made in the budget for 1911-1912 for this charge.—A provision of 25 lakh for this purpose was entered by the Director of Public Instruction in the budget for 1911-1912 under the head "22 I EDUCATION—MISCELLANEOUS—Contribution to local bodies (Subsidies)".

The question of the retention of this provision was considered while examining the budget and it was finally decided to allow it to stand. Attention is, in this connection, solicited to the Financial Department notes on page 27 and paragraph 2 of Honourable Member's note on page 28 of the Budget notes for 1911-1912 under the head "22. EDUCATION."

3. *Present proposals.*—In regard to the proposals now made, a perusal of Honourable Member's demi-official letter on page 1, the Director of Public Instruction's note on page 2 and the Educational Department Deputy Secretary's note *ante* is solicited. It will be seen that the proposal to subsidize for a period of three years from next year, schools in villages at present unprovided with them has been made, partly with an * object of getting rid of some of our balances. The Director of Public Instruction proposes to open schools in 586 villages and estimates the extra cost at Rs. 1,59,240 *per annum* at the rate of Rs. 25 *per mensem* for 471 larger schools and of Rs. 13 *per mensem* for 115 smaller schools. Excluding the 25 lakh already provided in the budget, the Director of Public Instruction asks for an extra provision of 1.34 lakhs. Educational, however, consider an additional provision of one lakh sufficient for next year.

4. *Past expenditure on education and expenditure as provided in the settlement.*—

† Excluding expenditure on University and collegiate education, famine batta and grant to the Institute of Science at Bangalore.

Budget notes for 1911-1912. The total expenditure budgetted for in 1911-1912 ‡ As first intimated to the Accountant-General.

RS.	
44.24	
Add 05	(addition since made, <i>boarding grants</i>).
44.29	(excludes Industries department charges).
22. Education	25.83
Adjusting heads	10.64
	36.47

For a statement of the † expenditure on education incurred from *Provincial funds* during the past ten years, please see the statement on page 20 of the Budget notes for 1911-1912. The total expenditure budgetted for in 1911-1912 under the head 22. EDUCATION is ‡ 44.29 lakhs and deducting 1.08 lakhs on account of grant to University, grain compensation, etc., the figure comes to 43.21 lakhs and is about 21 lakhs in excess of the expenditure incurred ten years back. The settlement figure on account of educational expenditure is only 36.47 lakhs.

5. *Liability for three years only.*—In deciding to allow the provision of 25 lakh which has already been made in the budget for the present scheme, the Honourable Member observed:—

"... We shall have to guarantee the grant at least for three years to "give the local boards a start. By the end of three years, we shall know what "our future educational policy is to be."

In the demi-official letter on page 1 *supra*, the aid from Provincial funds is referred to as being for three years also. If the Provincial liability is to be limited to three years only, there appears to be no objection to accepting the proposals of the Educational Department. On this understanding and on the condition that Provincial

C. REILLY. | is not committed to any permanent liability beyond three years. Financial may, it is submitted, accept the present proposals.

The amount required for next year can, it is submitted, be easily allotted in view of our large balances. As to the next two years, it is not known whether the state of our balances will permit of the required amount being allotted without difficulty as in the present year; but no difficulty need, it is submitted, be anticipated as by curtailing our expenditure on other objects if necessary the subsidies may be allotted.

6. *Provision to be made in the budget for 1911-1912.*—In addition to the 25 lakh already made, the Educational Department propose a provision of one lakh as against 1.34 suggested by the Director of Public Instruction. As, however, it appears doubtful whether the required staff of teachers will be found in time for even § (Total provision in 1911-1912 will then be one lakh and this will permit of 7½ months' charges being incurred. Cost per mensem is Rs. 13,270.) 1.25 lakhs being spent in 1911-1912, it is for orders whether an extra provision of .75 lakh § in addition to the 25 lakh already made will not suffice.

The provision of 25 lakh already made has been entered under the *service* head. A criterion for deciding whether an item of expenditure should be provided under the *service* head or under "*unallotted*" is whether Government will be prepared to accept in regard to it an adverse opinion from the Finance Committee or the Legislative Council. In the present case the expenditure has been proposed partly with the object* of reducing our balances and it is for consideration whether the whole provision for it may be transferred to "Unallotted."

* Cf. Honourable Member's demi-official letter on page 1 *ante*.

A.S.—16-12-10.

If the proposal of the Educational Department is accepted, I submit provision may be made under the "Service" head 22. EDUCATION, as by accepting it we are committed to making provision for the instalments in the second and the third year. It seems sufficient as suggested in the office-note to make a provision of one lakh for the next year and to promise a grant of 1.60 lakhs in each of the years 1912-1913 and 1913-1914. I submit, however, that we may ask Educational to inform us after the close of each year how far this subsidy has been expended on the purpose for which it is granted. I think also we should ask Educational to make it very clear to the local bodies concerned that they should not build on the continuance of the subsidy after the third year and that they should be prepared either to pay for the schools out of their own pockets or to close them.

C. REILLY—16-12-10.

I think that if the lump provision of 25 lakh already made were raised to one lakh, it will suffice. The provision should be under the service head, and not under allotted.

A. G. CARDEW—16-12-10.

I think one lakh of rupees should be sufficient and there should be no difficulty in providing a similar or even a larger sum in each of the next three years. There can be very little doubt that before three years are over, the Government of India will have made up their mind as to the future policy to be followed in the promotion of primary education and that either a special cess or some special source of income will be earmarked for this purpose. We do not wish to put this in the unallotted expenditure. It must come under the service head although there is not likely to be any opposition on the part of the Finance Committee to the proposals.

M. H[AMMICK]—17-12-10.

The following telephonic message to the Accountant-General is submitted for approval:—

"Please raise the provision in the budget estimate for 1911-1912 under the head 22 I. EDUCATION—MISCELLANEOUS—Contributions to Local Boards (Subsidies) by Rs. 75,000 † to Rs. 3,10,000. The total budget figure under the head 22. Education will then stand at 46.61 lakhs."

A.S.—17-12-10.

Issue.

C. REILLY—17-12-10.

[Telephonic message despatched to the Accountant-General on 17th December 1910.]

[Necessary extracts of notes have been taken for printing with the budget notes for 1911-1912.]

A.S.—24-12-10.

This file may, it is submitted, be now returned to the Educational Department who will have to issue orders on the case.

C. REILLY—25-12-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

It has now been decided to provide a sum of one lakh of rupees in the budgets of 1911-1912 and the two succeeding years. The next thing to do is to call upon the Director of Public Instruction to submit proposals for the distribution of the subsidy among the several District Boards. In his u.o. note on page 2 *supra*, the Hon'ble Mr. Stone asked for Rs. 159 lakhs in order to start 586 new board schools as specified in the list. He may now be asked to submit definite proposals on the subject. On the general file regarding the expansion of elementary education, the Director of Public Instruction has been asked to submit proposals for the amendment of the Educational Rules and the Grant-in aid Code, but that is a separate matter. The papers may perhaps be sent u.o. to the Director of Public Instruction.

K. RANGASWAMI AIYANGAR—13-1-11.

The Director of Public Instruction may see. I am not quite sure whether the proper procedure is definitely to distribute the amount between the different district boards or to provide the amount in the budget and leave the distribution to the Director of Public Instruction.

C. A. INNES—15-1-11.

To the Director of Public Instruction.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

Seen.

J. H. STONE—21-1-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The draft is submitted for approval.

T.K.—26-1-11.

K. RANGASWAMI AIYANGAR—26-1-11.

Local and Municipal should see.

C. A. INNES—27-1-11.

To the Local and Municipal Department.

LOCAL AND MUNICIPAL DEPARTMENT.

The draft order may, it is submitted, be accepted in this department. Attention is particularly solicited to the Hon'ble Sir M. Hammick's note on page 7 *supra*.

K.V.V.—30-1-11.

N. CHENGAL RAO—30-1-11.

Accepted.

L. DAVIDSON—31-1-11.

V. K. [RISHNASWAMI AIYAR]—1-2-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The draft may now issue.

K. RANGASWAMI AIYANGAR—3-2-11.

Issue.

G. F. PADDISON—4-2-11.

[G.O., Mis. No. 68, Educational, dated 4th February 1911.]

ORDER:-
Misc.

The Director of Public Instruction will be informed that the provision in the budget estimate for 1911-12 under the head 22 I - Education - Miscellaneous - Contribution to Local Boards (subsidies) has been raised from Rs. 2,35,000, entered by him, to Rs. 3,10,000. The sum of one lakh over and above the allotment for the current year (Rs. 2,10,000) the *purpose of* subsidizing Local Boards to open new elementary schools in villages containing more than 500 inhabitants in which there are no schools at present. For the same *purpose* an extra grant, not exceeding Rs. 1,60,000 will be made in the years 1912-13 and 1913-14. The D.P.I. will be requested to take early steps to distribute the amount among the several District Boards with reference to the number of new schools to be started in each district and to see that the money is utilized for the purpose for which it is allotted.

T.K.
26-1-11.

To

The D.P.I.

- dtd 26-1-11

26-1-11

Cnd
27/1

26-1-11

Page 20 of the notes.

Pages 18 & 19 of the notes.

PRESS SLIP.

ORDINARY.

PREFERENCE.

EDUCATIONAL
DEPARTMENT.



Current No., dated 190 .

G.O., No. 68, dated 4-2- 1911.

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

Docket Budget estimate

Part II & abstract

for

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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.

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(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.

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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.....	10-2-11 <i>SH</i>
First proof furnished on.....	15-2-11 <i>SH</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	18-2-11 <i>SH</i>
Final copies supplied on.....	22-2-11 <i>SH</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34		
" " " Issue.....	16		
For Volumes.....			
For E. T.....			
Total	50		