

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., No. 158, 18th March 1911.

Lawrence Asylum, Ootacamund.

Accepting the budget estimate of the —, for the year 1911-1912.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

Letter—from the Vice-Chairman, Ootacamund Lawrence Asylum Committee.

To—the Secretary to Government, Educational Department (through the Director of Public Instruction, Madras).

Dated—Lovedale, the Nilgiris, the 3rd February 1911.

I have the honour to forward the revised estimates for 1910-1911 and the budget for 1911-1912 of the Ootacamund Lawrence Asylum for submission to Government.

The form of the report has been altered in accordance with paragraph 3 of G.O., No. 106, Educational, dated 10th March 1903.

ENCLOSURES.

OOTACAMUND LAWRENCE Asylum (Male branch) budget, 1911-1912.

Remarks on revised estimates, 1910-1911.	Particulars.	Actuals, 1909-1910.	Sanctioned budget, 1910-1911.	Revised estimates, 1910-1911.	Budget, 1911-1912.	Remarks on budget, 1911-1912.
	<i>Receipts.</i>	RS.	RS.	RS.	RS.	
	Opening balance.	— 1,472	7,063	12,721	10,468	
	I. From Government—					
	1. Grant-in-Aid ..	28,800	28,800	28,800	28,800	
	II. Profits on Asylum property—					
	1. Donation and interest on Government securities.	39,353	39,353	39,353	39,353	
The Agents have expressed their inability to continue to pay the present rate of contribution owing to the approaching termination of the Madras and Southern Mahratta Railway Contract.	2. Donation from Lawrence Asylum Press.	43,750	30,000	25,000	20,000	Vide remarks against revised estimates.
	III. Special Funds—					
	1. Subsistence allowance.	8,993	8,600	8,700	8,570	Allowance for two children will lapse during the year.
The lad for whom pension was drawn has left the institution.	2. Pensions from funds.	62	62	3	..	
	3. Fees	9,120	8,700	9,800	9,900	The monthly collection is at Rs. 900.
	4. Telegraph department.	840	840	840	840	
	IV. Industries—					
	1. Bootmaking shop ..	9	..	8	..	
	2. Recoveries from Public Works Department.	2,299	2,400	2,400	2,400	
	V. Miscellaneous—					
	1. Sale of stores ..	31	200	200	200	
	2. From N.V.R. compensation for boots.	150	150	150	150	
Are items that do not fall under any of the above heads and include the fee for license to hawkers.	3. Other items ..	138	..	115	36	Fee for license to hawkers.
	4. Special money prizes.	110	110	263	110	
	5. Donation	80	..	80	..	
	6. Boarding money ..	42	..	..	..	
Fixed deposit matured and brought into account in part-payment towards the construction of Isolation hospital.	7. Fixed deposit ..	..	..	5,738	..	
	Total ..	1,32,305	1,26,278	1,34,171	1,20,827	
	<i>Expenditure.</i>					
	I. Education —					
	(a) Scholastic—					
Urdu Munshi was entertained at Rs. 50 a month, as per G.O., No. 764, Educational, dated 13th November 1908.	1. Establishment ..	14,503	15,858	16,139	16,539	New scheme.
	2. Books, prizes and stationery, etc.	2,701	2,300	2,300	2,300	Books and maps (Rs. 500); stationery, etc., (Rs. 950); prizes (Rs. 200); science apparatus (Rs. 250); and kindergarten materials (Rs. 300).
	3. Library and Museum.	490	750	450	450	

Ootacamund Lawrence Asylum (Male branch) budget, 1911-1912—*cont.*

Remarks on revised estimates, 1910-1911.	Particulars.	Actuals, 1909-1910.	Sanctioned budget, 1910-1911.	Revised estimates, 1910-1911.	Budget, 1911-1912.	Remarks on budget, 1911-1912.
	<i>Expenditure—cont.</i>	RS.	RS.	RS.	RS.	
	I. Education— <i>cont.</i>					
	(a) Scholastic— <i>cont.</i>					
	4. Examination fees.	175	175	225	225	
	5. Special money prizes.	115	110	263	110	
Committee sanctioned a scholarship of Rs. 15 a month, under rule 47, to a lad to be trained in Railway Workshops. (Resolution No. XIV of 19th August 1910).	6. Scholarships ..	..	..	90	420	In addition to scholarship mentioned in the revised estimates, Committee, in Resolution No. XV of 19th August 1910, sanctioned, as per rule 46, a scholarship of Rs. 20 to a lad to study for F.A. examination.
	(b) Artistic—					
An expenditure of Rs. 200 has been incurred in repairing organ.	1. Band establishment.	757	770	770	781	Second increment to Instructor's pay.
	2. Band instruments, music and repairs.	1,030	600	800	600	
	3. Honorarium to band examiner.	20	20	20	20	
	4. Gymnastic establishment.	483	495	495	507	Second increment to Instructor's pay.
	5. Apparatus and games.	749	740	740	700	
	(c) Telegraph—					
	1. Establishment ..	1,200	1,200	1,200	1,200	
	2. Premia ..	180	180	180	180	
	(d) Drawing—					
	1. Establishment ..	576	600	600	600	
	2. Materials, models, etc.	113	150	150	150	
	(e) Typewriting—					
	1. Establishment ..	240	240	240	240	
	2. Machines, materials, etc.	91	200	75	450	Provides for one new typewriter to replace one out of two unserviceable ones.
	II. Clothing and Victualling—					
	(a) Clothing—					
	1. Establishment ..	513	732	550	732	
	2. Materials, etc. ..	5,290	10,000	9,500	6,000	Does not provide for biennial Sunday clothing.
	3. Contract work ..	2,779	4,550	4,550	3,650	
	4. Shoeing ..	3,407	4,000	4,000	4,000	
	5. Sergeants' clothing.	141	450	450	450	
	6. Servants' clothing.	262	300	252	300	
	(b) Victualling—					
Allowance to servants for dearness of provisions.	1. Establishment ..	1,871	1,776	1,893	1,776	
	2. Provisions ..	32,530	34,400	34,400	34,400	
Kitchen range was not ordered pending improvements in receipts from Press.	3. Kitchen and dining room utensils.	1,173	1,900	400	400	
Provides for 4 boarders at the Industrials at Rs. 16 each per month. G.O., No. 298, Mis., Educational, dated 27th May 1910.	4. Boarders ..	1,126	1,332	1,716	1,344	

Ootacamund Lawrence Asylum (Male branch) budget, 1911-1912—*cont.*

Remarks on revised estimates, 1910-1911.	Particulars.	Actuals, 1909-1910.	Sanctioned budget, 1910-1911.	Revised estimates, 1910-1911.	Budget, 1911-1912.	Remarks on budget, 1911-1912.
	<i>Expenditure—cont.</i>	RS.	RS.	RS.	RS.	
	III. Household, Hospital and Sanitation—					
	(a) Household—					
Provides for a personal allowance of Rs. 20 a month from January to clothing Sergeant, as per Resolution X of 15th December 1910.	1. Establishment ..	5,247	5,365	5,405	5,711	Vide revised estimates.
	2. Washing ..	2,043	2,250	2,250	2,250	
	3. Lighting ..	783	1,200	1,200	1,200	
Allowance to coolies for dearness of provisions.	4. Wood-cutting, etc.	1,175	1,018	1,114	1,018	
	5. Bedding and towelling.	2,165	3,000	2,500	3,000	
	6. Hardware, soap and brushes.	925	1,000	850	1,000	
	7. Furniture and repairs.	1,478	2,000	2,000	2,000	
	8. Contingencies ..	124	200	200	200	
	(b) Hospital—					
Allowance to servants for dearness of provisions.	1. Establishment.	1,542	1,542	1,566	1,566	New scheme.
	2. Medicines and wines.	92	200	200	200	
	3. Extra nursing.	37	500	500	500	
Do. do.	(c) Sanitation—					
	1. Establishment.	861	864	954	864	
Do. do.	2. Tar and phenyle.	224	400	400	300	
	3. Repairs to roads and drains, bush-cutting.	987	918	1,014	918	
	IV. General—					
	1. Establishment.	5,920	6,330	6,361	6,627	Increments to staff.
	2. Office stationery.	64	250	250	250	
	V. Buildings and Repairs.	2,411	3,000	3,000	3,000	
	VI. Miscellaneous—					
	1. Carrying charges and travelling expenses.	2,700	3,000	3,000	3,000	
	2. Postage, Telegrams and advertisements.	476	400	400	400	
	3. Contingencies ..	116	500	500	500	
	4. Entertainment allowance.	304	300	300	300	
	VII. Other charges—					
	1. Pensions ..	900	900	900	900	
	VIII. Extraordinary—					
	1. Chapel improvements.	203	200	200	200	
60 per cent. of the amount (Rs. 7,950) sanctioned in G.O., No. 99, Educational, dated 1st March 1910, for the erection of the Isolation Hospital.	2. Sinking Fund.	1,372	1,400	1,400	1,400	
	3. Improvements to buildings.	7,330	..	4,770	..	
	4. Fixed deposit.	7,500	..	..	..	
	5. Gratuity ..	90	..	..	..	
A new item—in the history of the Asylum—levied on the lines occupied by the servants in the limits of Lovedale.	6. Municipal tax.	..	..	21	9	Vide revised estimates.
	Total	1,19,584	1,20,565	1,23,793	1,15,907	
	Closing balance	12,721	5,713	10,468	4,920	
	Grand Total ..	1,32,305	1,26,278	1,34,171	1,20,827	

OOTACAMUND Lawrence Asylum (Female branch) budget, 1911-1912.

Remarks on revised estimates, 1910-1911.	Particulars.	Actuals, 1909-1910.	Sanctioned budget, 1910-1911.	Revised estimates, 1910-1911.	Budget, 1911-1912.	Remarks on budget 1911-1912.
	<i>Receipts.</i>	RS.	RS.	RS.	RS.	
	Opening balance ..	5,228	11,082	14,979	13,234	
	I. From Government—					
	1. Grant-in-aid ..	19,200	19,200	19,200	19,200	
	II. Profits on Asylum property—					
	1. Donation and interest ..	23,565	23,389	23,389	23,389	
	III. Special Funds—					
	1. Subsistence allowance ..	8,433	8,200	8,200	7,860	Allowance for three children will lapse during the year.
	2. Pensions from funds ..	120	120	41	..	
	3. Fees	4,124	4,345	4,200	4,202	The monthly collection is at Rs. 382.
	IV. Miscellaneous—					
	1. Sale of stores ..	5	50	50	50	
	2. Other items ..	..	..	25	..	
	3. Special money prizes ..	90	90	52	90	
	Total ..	60,765	66,476	70,136	68,025	
	<i>Expenditure.</i>					
	I. Education—					
	(a) Scholastic—					
	1. Establishment ..	6,408	8,313	8,306	8,261	
	2. Books, stationery, prizes ..	1,499	1,500	1,800	1,800	Stationery (Rupees 550); books (Rs. 600); music (Rs. 150); needle-work (Rs. 350) and apparatus (Rs. 150).
	3. Library	154	300	200	200	
	4. Examination fees ..	120	120	82	120	
	5. Games	56	75	100	100	Provides for a set of tennis and Badminton bats, nets, balls, etc.
	Repairing and tuning pianos ..	25	30	100	60	
	7. Special money prizes ..	60	60	52	60	
	8. Organist	..	..	..	144	Hitherto included under scholastic establishment; 40 per cent. of salary of organist; 60 per cent. being debited to the Male branch.
	(b) Drawing—					
	1. Establishment ..	120	120	120	120	
	2. Materials and models ..	125	100	50	100	
	(c) Typewriting—					
	1. Establishment ..	120	120	120	120	
	2. Materials and Machines ..	52	400	386	75	
	II. Clothing and Victualing—					
	(a) Clothing—					
	1. Establishment ..	919	882	882	897	New scheme.
	2. Materials	1,623	4,000	3,500	4,000	
	3. Extra tailors ..	329	350	350	350	
	4. Shoing	1,166	1,800	1,800	1,800	
	5. Outfit allowance ..	350	280	280	280	
	6. Servants' clothing ..	86	100	86	100	
	(b) Victualing—					
	1. Establishment ..	738	708	744	708	
	2. Provisions	17,856	18,600	18,600	18,600	
	3. Kitchen and dining room utensils ..	352	500	300	500	
	4. Boarders	353	480	480	480	

The girl for whom this allowance was drawn has left the institution.

Extra books, etc., had to be purchased on account of the High school class having been introduced during the year.

Allowance to servants for dearness of provisions.

OOTACAMUND Lawrence Asylum (Female branch) budget, 1911-1912—cont.

Remarks on revised estimates, 1910-1911.	Particulars.	Actuals, 1909-1910.	Sanctioned budget, 1910-1911.	Revised estimates, 1910-1911.	Budget, 1911-1912.	Remarks on budget, 1911-1912.
	<i>Expenditure—cont.</i>	RS.	RS.	RS.	RS.	
	III. Household, Hospital and Sanitation—					
	(a) Household—					
	1. Establishment ..	438	426	438	426	
	2. Washing	1,358	1,485	1,485	1,485	
	3. Lighting	575	700	700	700	
	4. Wood-cutting ..	318	288	315	288	
	5. Bedding and towelling ..	729	1,500	1,500	2,000	Provides for 7 doz. striped rugs.
	6. Hardware, soap, brushes, etc. ..	884	1,000	750	1,000	
	7. Furniture and repairs ..	438	700	700	700	
	8. Contingencies ..	54	100	100	100	
	(b) Hospital—					
	1. Establishment ..	1,011	1,008	1,023	1,023	New scheme.
	2. Medicines and wines ..	6	50	50	50	
	3. Extra nursing ..	..	..	200	200	
	(c) Sanitation—					
	1. Establishment ..	539	480	540	480	
	2. Tar and phenyle ..	58	275	275	75	
	3. Bush-cutting ..	195	192	216	192	
	IV. General—					
	1. Establishment ..	3,566	3,872	3,852	4,116	Increments to staff.
	V. Buildings and Repairs ..	550	500	500	500	
	VI. Miscellaneous—					
	1. Carrying charges and travelling expenses ..	1,446	1,500	1,500	1,500	
	2. Postage, telegrams and advertisements ..	37	50	50	50	
	3. Contingencies ..	50	50	170	50	
	VII. Other Charges—					
	1. Pension	360	360	360	360	
	VIII. Extraordinary—					
	1. Sinking Fund ..	563	550	660	660	
	2. Gratuity	100	..	..	..	
	3. Improvements to buildings ..	..	..	3,180	..	
	Total ..	45,786	53,924	56,902	54,930	
	Closing balance ..	14,979	12,552	13,234	13,095	
	Grand total ..	60,765	66,476	70,136	68,025	

Allowance to servants for dearness of provisions.

Do. do.

Do. do.

An expenditure of Rs. 93 has up to date been incurred on servants engaged during epidemics, the balance being for any unforeseen item that may arise before the close of the year.

Allowance to servants for dearness of provisions.

Do. do.

Transferred two Fire Extinguishers (Rs. 120) from M. B. Stores.

40 per cent. of the amount for isolation Hospital—vide M. B. remarks.

List of establishment.

Heads to which debited.	Number.	Designation.	Present.		As sanctioned in G.O., No. 764, Educational, dated 13th November 1908.		Remarks.	
			Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.		
MALE BRANCH.								
I. Education ..	1	Head Master	340	..	300-20-400	..	As Organist 60 per cent. to Male branch and 40 per cent. to Female branch. Game supervision. Typewriting allowance for Girls' school. Male branch, Rs. 50; Female branch, Rs. 10. Temporary until vacancy occurs. Class teachers can pass in drawing so that it can be taken as a class subject.	
Do. ..	1	First Assistant	150	..	150-5-175	..		
Do. ..	1	Second do.	135	* 30	125-5-150	* 30		
Do. ..	1	Third do.	105	* 20	100-5-125	* 20		
Do. ..	1	Fourth do.	94	* 10	90-2-100	* 10		
Do. ..	1	Fifth do.	92	..	90-2-100	..		
Do. ..	1	Sixth do.	90	..	90-2-100	..		
Do. ..	1	Drawingmaster	60	..	..	..		
Do. ..	1	Telegraph Instructor ..	100	..	100	..		
Do. ..	1	Special Instructor in non-technical subjects required to qualify for Telegraph Department.	150	..	..	..		
Do. ..	1	Munshi	52	..	50-2-60	..	It is proposed to abolish this post as vacancy occurs, i.e., when the present occupant ceases to hold it; boys being drafted direct into Telegraph class from VII Standard. The teaching of a vernacular has been strongly urged by Inspector of Schools.	
I. Education and III. Household.	1	Band Instructor	94	..	90-2-100	..	Rs. 47 to each head.	
Do. ..	1	Gymnastic Instructor ..	84	..	80-2-90	..	Rs. 42 do.	
II. Victualling, III. Household and II. Clothing	1	Steward	90	* 20	90	* 20	Rs. 45 to each head and Rs. 20 for Shoeing supervision.	
III. Household ..	1	Senior Sergeant	108	..	100-4-120	..	Sanction is solicited for a personal allowance of Rs. 20 a month.	
Do. ..	1	1st Junior do.	77	..	75-1-80	..		
Do. ..	1	Clothing Sergeant	54	..	50-2-60	..		
Do. ..	..	Boys' Non-Commissioned officers.	22½	..	25½	..	Hospital .. 1 Matron 54 .. 50-2-60 ..	
Hospital ..	1	Matron	54	..	50-2-60	..		
FEMALE BRANCH.								
I. Education ..	1	Head Mistress	175	..	175-5-200	..	(a) In lieu of free board. G.O., Mis. No. 566, dated 19th October 1909.	
Do. ..	1	First Assistant	125	(a) 50	125-5-150	..		
Do. ..	1	Second do.	76	..	70-3-85	..		
Do. ..	1	Third do.	64	..	60-2-70	..		
Do. ..	1	Fourth do.	52	..	50-2-60	..		
Do. ..	1	Fifth do.	47	..	45-1-50	..		
Do. ..	1	Sixth do.	42	..	40-1-45	..		
Do. ..	1	Seventh do.	36	..	35-1-40	..		
III. Household and II. Clothing.	1	Head Matron	55	..	50-2-60	..		Rs. 27½ to each head.
II. Clothing ..	1	First Assistant Matron ..	37	..	35-1-40	..		
Do. ..	4	Girl Orderlies	10	..	10	..		
II. Victualling ..	1	Kitchen Matron	35	..	35	..		
III. Hospital ..	1	Matron	37	..	35-1-40	..		

* These allowances need not go to particular posts.

List of establishment—cont.

Heads to which debited.	Number.	Designation.	Present.		As sanctioned in G.O., No. 764, Educational, dated 13th November 1908.		Remarks.
			Salary per mensem.	Special allowance.	Salary per mensem.	Special allowance.	
KINDERGARTEN DEPARTMENT.							
I. Education ..	1	Head Teacher	100	..	100	..	With board.
Do. ..	1	First Assistant	60	..	60	..	
Do. ..	1	Second do.	50	..	50	..	
Do. ..	4	Pupil Teachers	20	..	20	..	
III. Household ..	1	Nursery Matron	50	With-out board.	40	..	With board.
GENERAL.							
IV. General ..	1	Principal and Secretary ..	650	..	500-50-750	..	60 per cent. to Male branch and 40 per cent. to Female branch.
Do. ..	1	Chief Clerk	135	..	125-5-150	..	G.O., No. 195, Educational, dated 29th March 1909.
Do. ..	1	Clerk	49	*20	40-1-50	*20	60 per cent. to Male branch and 40 per cent. to Female branch and Rs. 20 for Instruction in Type-writing in the Boys' branch.
Do. ..	1	Stores Clerk	25	..	..	..	G.O., No. 652, dated 20th December 1909.
III. Hospital ..	1	Consulting Physician ..	50	..	50	..	60 per cent. to Male branch and 40 per cent. to Female branch.
Do. ..	1	Resident Medical Officer ..	50	..	50	..	Do. do.
MALE BRANCH.							
Native Establishment.							
II. Clothing ..	4	Tailors	61	..	..	..	Woodcutting.
Do. ..	4	Chucklers	60	..	..	..	
II. Victualling ..	1	Head Cook	20	..	..	..	Contingencies.
Do. ..	3	Assistant Cooks	27	..	..	..	
Do. ..	4	Scullions	36	..	..	..	Repairs to roads and drains; bush-cutting. Allowed to Principal. Do do.
Do. ..	1	Butterman	8	..	..	..	
Do. ..	1	Biscuit Maker	12	..	..	..	Rs. 12-8-0 to each head.
Do. ..	1	Nursery Maty	9	..	..	..	
III. Household ..	1	Mussalchee	10	..	..	..	For hair-cutting. For organ blowing.
Do. ..	8	Coolies	64	..	..	..	
III. Hospital ..	1	Cook	8	..	..	..	Woodcutting. Bush-cutting, repairs to drains, etc.
Do. ..	1	Maty	8	..	..	..	
Do. ..	1	Cooly	4	..	..	..	This allowance need not go to particular post.
III. Sanitation ..	9	Scavengers	72	..	..	..	
Do. ..	8	Coolies	64	..	..	..	This allowance need not go to particular post.
IV. General ..	1	Peon	8	..	..	..	
Do. ..	2	Gardeners	16	..	..	..	This allowance need not go to particular post.
III. Household and Sanitation ..	1	Maistry	25	..	..	..	
IV. General ..	1	Cooly, general	10	..	..	..	This allowance need not go to particular post.
Do. ..	1	Do. errands	9	..	..	..	
III. Household ..	1	Servant	5	..	..	..	This allowance need not go to particular post.
VI. Miscellaneous.	1	Do.	5	..	..	..	
FEMALE BRANCH.							
Native Establishment.							
II. Victualling ..	3	Kitchen Helps	24	..	..	..	Woodcutting. Bush-cutting, repairs to drains, etc.
III. Household ..	1	Mau servant	8	..	..	..	
Hospital ..	1	Ayah	8	..	..	..	This allowance need not go to particular post.
Sanitation ..	6	Scavengers	40	..	..	..	
Household ..	3	Coolies	24	..	..	..	This allowance need not go to particular post.
Sanitation ..	2	Do.	16	..	..	..	

* This allowance need not go to particular post.

Ref. on Cur. No. 122/3/11, dated 17th February 1911.

Submitted to Government.

2. The variations under the several heads have been explained.

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

Order—No. 158, Educational, dated 18th March 1911.

The estimates are accepted.

2. The Committee of the Lawrence Asylum is requested to report whether credit has been taken in the accounts of the male branch for the sum of Rs. 120, being the cost of two fire-extinguishers transferred to the female branch, and if so, under which head of account is the amount shown.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

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

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 158, EDUCATIONAL, DATED 18TH MARCH 1911.

[SUBJECT.—*Budget estimate of the Lawrence Asylum, Ootacamund,
for the year 1911-1912.*

From the Director of Public Instruction, dated 17th February 1911, No. 122.

The following abstract gives the budget estimate of the Lawrence Asylum, Ootacamund, for 1911-1912 as compared with the budget and revised estimates for 1909-1910:—

	Budget estimate, 1911-1912.	Revised estimate, 1910-1911.	Budget estimate, 1910-1911.
	RS.	RS.	RS.
<i>Male Branch.</i>			
Opening balance	10,468	12,721	7,063
Receipts	1,10,359	1,21,450	1,19,215
Expenditure	1,15,907	1,23,703	1,20,565
Closing balance	4,920	10,468	5,713
<i>Female Branch.</i>			
Opening balance	13,234	14,979	11,082
Receipts	54,791	55,157	55,894
Expenditure	54,930	56,902	53,924
Closing balance	13,095	13,284	12,552

2. *I. Revised Estimate—(1) Male Branch.*—The increase under "receipts" is only nominal and is due solely to a sum of Rs. 5,738 being withdrawn from the fixed deposit and brought into account in order to meet the cost of constructing an isolation hospital. If this sum were excluded, the receipts would show a falling off, due to a reduction of Rs. 5,000 in the amount of donation from the Lawrence Asylum Press. The increase under "expenditure" is mainly due to a sum of Rs. 4,770 having been spent on the construction of the isolation hospital sanctioned in G.O., No. 99, Educational, dated 1st March 1910.

3. *(2) Female Branch.*—The slight decrease in the receipts of this branch was due to the withdrawal from the school of a girl on whose account a pension was being drawn. The increase under "expenditure" is chiefly due to a sum of Rs. 3,180 having been spent upon the construction of an isolation hospital and to an unexpected expenditure under the head "extra nursing". A sum of Rs. 120 is debited to the head "contingencies" on account of two fire-extinguishers transferred from the Male Branch; but it is not known whether credit has been taken for this amount in the accounts of the Male Branch. The Committee may be requested to report on the point.

4. II. Budget estimate for 1911-1912—(1) *Male Branch*.—The large decrease in the receipts is due to an anticipated reduction of Rs. 10,000 in the amount of donation from the Lawrence Asylum Press owing to the termination of the contract with the Madras and Southern Mahratta Railway for its printing work. The decrease in expenditure is chiefly due to the absence of any provision for the purchase of Sunday clothing, which is only supplied biennially.

5. (2) *Female Branch*.—There is a slight decrease in the receipts and it is due to the lapse of subsistence allowance drawn for three girls of the Asylum. The increase in expenditure is due to enhanced provision made for the purchase of bedding consisting of seven dozen striped rugs, and larger expenditure under "establishment".

6. The estimate may, it is submitted, be accepted. The draft is for approval.

T.K.—13-3-11.

K. RANGASWAMI AIYANGAR—14-3-11.

G. F. PADDISON—15-3-11.

Approved.

M. H[AMMICK]—17-3-11.

[G.O., No. 158, Educational, dated 18th March 1911.]

[E. L.]
74
1,800—8-12-10.

DECC STIP

EDUCATIONAL DEPARTMENT.

READ AGAIN G.O., No. , dated 191 .

" " " " " " 191 .

READ ALSO:—

C. No. 383, From the D. P. I., No. 122, dated 17--2 1911

" " " " " " 191 .

" " " " " " 191 .

ORDER.

P.S.

No. 158, dated 18. 3. 1911.

The estimates are accepted.

2. The Committee of the Lawrence Asylum is requested to report,

(1) whether credit has been taken in the accounts of the Male Branch for the sum of Rs. 120 being the cost of two fire extinguishers transferred to the Female Branch and if so under which head of account is the amount shown and

(2) what the "sinking fund" referred to in the estimate of charges of the Female Branch is for and what the cause of the increase in the expenditure under that head is.

To the Committee of the Lawrence Asylum.

" D. P. I. ✓

" Accountant-General. ✓

not for E.T. SPB

M. 17. 11. 11

End. 5.30pm

S. C. P. 6.5.11

21.3.11

7/4. 13-3-11 200 3.11 8/13.11

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
DEPARTMENT.

Current No. 383, dated 18. 2. 1911.
G.O., No. 158, dated 18. 3. 1911.

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.

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

Docket. Lawrence Asylum, Co. Calamund.

Accepting the budget estimate of the for the year 1911-12.

Number (c) of copies required when struck off (not including copies for volumes and editors' table which are returned in the Press).

FOR RECORD.*				Complete Correspondence and orders.	Notes
Madras Records	...	...	...	30	15
Ooty Records	...	...	...	3	2
For filing with original	...	...	...	1	1
Total				34	19

FOR ISSUE.†

FOR ISSUE.†		Letter only.	Complete G.O.	(b) 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.		5			
	The Director of Public Instruction....					
	The Comr. for Govt. Examinations...					
	The Superintendent, Govt. Museum...					
	The Surgeon-General.....					
	The Accountant-General.....		10			
	The Collector of.....					
	The P. D. B.....					
	The.....					
	The.....					
	The.....					
	The.....					
	The.....					
The.....						
Total ...						

* 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.....	22-3-11 Lb
First proof furnished on.....	29-3-11 Lb
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	29-4-11 Lb
Final copies supplied on.....	6-5-11 Lb

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issued.....	15		
For Volumes.....	16		
For E. T.....			
Total	65	19	