

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., No. 195, 4th April 1911.

University of Madras.

Communicating to the Syndicate of the — the report on the audit of the accounts of the University for the year ending 31st March 1910.

Government of Madras.

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Communicating to the Syndicate of the — the report on the audit of the accounts of the University for the year ending 31st March 1910.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

Letter—from A. NEWMARCH, Esq., Officiating Accountant-General, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 22nd March 1911.
No.—O.A. 9-183.

I have the honour to report that the Fee Fund and the Endowment Fund accounts of the University of Madras for the year ended 31st March 1910 as well as the expenditure met from grants sanctioned by Government to the University in connection with the inspection of colleges, travelling expenses of Fellows and University vacation lectures for the same period have been audited and found to be correct. The usual statements are appended.

2. (1) *Fee Fund Accounts*.—As no Government securities were purchased during the year under report, the invested balance at its close stood, as at its commencement, at Rs. 6,30,000. The receipts during the year amounted in the aggregate to Rs. 2,81,902-7-1 and the charges to Rs. 2,75,716-9-7, the net result of the transactions of the year being a surplus of Rs. 6,185-13-6. The uninvested balance at credit of this fund was therefore raised from Rs. 1,68,463-12-4 on the 1st April 1909 to Rs. 1,74,649-9-10 on the 31st March 1910 as shown in statement A. This sum is, however, in excess of the closing balance shown in the books of my office by Rs. 12,581-5-8, which is accounted for as follows:—

	RS.	A.	P.
(1) Amount of unspent balance at the end of March 1910 which remained with the Public Works Department out of sums placed at its disposal by the Accountant-General.	7,418	5	8
(2) Permanent advance of the Registrar in the Bank of Madras.	5,000	0	0
(3) Amount erroneously omitted to be credited to the University Fee Fund in the books of my office during the year.	164	0	0

12,582 5 8

Deduct—

(4) Amount wrongly credited to University Fee Fund in my office.	1	0	0
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12,581 5 8

Items (3) and (4) have been adjusted in my books for the current year.

3. The following points were noticed in the course of audit:—

(a) *Receipt No. C. 499, dated 27th May 1909*.—A sum of Rs. 5 appears to have been received with a letter for the supply of a duplicate copy of the F.A. certificate and a calendar: Rs. 3 appears as a credit in the accounts for the former and Re. 1 for the latter (Volume I), while the balance of Re. 1 is said to have been returned to the party by the messenger who brought the letter and the money without noting the fact of the return of the rupee in the paper in which his signature for the book was obtained.

(b) The following table gives particulars of expenditure incurred by the University during the year under report on account of printing, stationery and overtime fees:—

S.P.C.K. Press Bills.

Number and date of bill.	Printing charges.	Stationery charges.	Overtime fees.	Work on which overtime has been charged.
1	2	3	4	5
	RS. A. P.	RS. A. P.	RS. A. P.	
2, dated 7th April 1909.	1,485 5 3	1,570 12 0	176 8 0	Revised agenda, Matriculation re-examination names during January and part of February. Kerosine oil for engine and candles, etc.
27, dated 14th May 1909.	1,097 5 4	216 3 0	194 12 0	List of examiners, Matriculation pass list, His Excellency the Governor's Convocation address, Convocation list, Examiners' report and printing names on cards.
31, dated 21st May 1909.	200 5 0	(a) 104 3 6	35 0 0	List of examiners. (a) Includes Rs. 19-8-0, cost of two cablegrams to Messrs. E. Lloyd's re post paper cancelled.
45, dated 29th July 1909.	179 18 4	57 5 9	6 0 0	List of passes, M.B. & C.M. examination, in connection with Convocation.
46, dated 29th July 1909.	26 1 0	22 2 9	3 0 0	Official memorandum.
72, dated 24th Sept. 1909.	113 8 2	104 14 0	15 0 0	Syndicate agenda.
80, dated 27th Sept. 1909.	469 6 6	5,882 4 10	7 8 0	List of examiners.
95, dated 20th Oct. 1909.	1,001 14 6	615 3 1	179 0 0	Syndicate report, Syndicate agenda and Senate agenda.
132, dated 14th Nov. 1909.	305 2 0	329 14 9	36 8 0	Senate agenda, Syndicate report, Syndicate agenda and reprinting of agenda.
19, dated 10th Jan. 1910.	256 15 4	1,090 0 9	76 0 0	List of graduates, minutes, F.A. and B.A. hall tickets, list of examiners, proposals relating to study of vernaculars, extracts from Gazette, proposed alteration, Syndicate standing orders, nomination papers, Matriculation hall tickets, List of examiners and members.
191, dated 10th Jan. 1910.	8,376 7 6	840 9 4	101 0 0	Instructions to examiners in arithmetic and algebra, Tamil composition, answers by Rev. Pollard, English 2nd language answer by Rev. A. Moffat, Tamil text book in grammar, answer by Rev. R. E. Grieve, Matriculation mark book reprinted, answer by Mr. T. Srinivasa Aiyangar and Syndicate agenda.
305, dated 29th Mar. 1910.	293 13 9	78 7 3	38 4 0	List of nominations, voting paper, F.A. pass list, Syndicate report, college report and F.A. pass list with detailed marks.
Total ..	13,807 1 8	10,912 1 0	868 8 0	
	Rs. 25,587-10-8.			

Out of Rs. 25,587-10-8 paid to the S.P.C.K. Press, bills for Rs. 13,807-1-8 only, which relate to printing charges alone, have been countersigned by the Superintendent of the Government Press. Bills for the stationery used in printing and for the overtime fees paid have not been countersigned by that officer. It seems strange that the overtime fees claimed should have been included in the bill for stationery instead of in the bill for printing charges. Stationery worth Rs. 10,912-1-0 is shown to have been purchased by the S.P.C.K. Press in the year under report for the University, but no check appears to have been exercised as regards these large purchases. The stationery thus purchased does not come into the hands of the University officials in its original shape, and I would therefore suggest that the Superintendent, Government Press, should be asked to countersign the bills for the stationery used in printing as a precaution against overcharges or extravagance. Bills for overtime fees also might with advantage be countersigned by the Superintendent, Government Press. At present all such claims are paid without apparently

any check being exercised and Rs. 868-8-0 was thus paid during the year under report. The countersignature of the Superintendent, Government Press, seems necessary to secure that the rates charged are reasonable, while that of a member of the Senate would also be advisable to ensure that overtime fees are only paid for really urgent work. From the particulars given in column 5 of the foregoing table, it does not appear that all the printing work for which overtime fees have been charged was of such a nature.

(c) *Bill No. 27, dated 14th May 1909—Binding charges Rs. 12 for binding "in full cloth and lettered in front twelve books."*—This bill has not been countersigned by the Superintendent, Government Press.

(d) Some of the Superintendents at examinations are also paid remuneration for preparing the laboratories or the apparatus or for procuring the necessary specimens and preparing them for the examination. This remuneration should also be included in the amount stated in the certificate required under article 74 (a) (3) of the Civil Service Regulations.

(e) *Bill No. 30, dated 18th May 1909.*—Postage charges incurred by the S.P.C.K. Press on behalf of the University for forwarding the current calendars to the Fellows and Examiners, etc., Rs. 75 2-9.

Bill No. 48, dated 29th July 1909.—Postage charges incurred by the S.P.C.K. Press on behalf of the University for forwarding the current calendars to the Fellows and Examiners, etc., As. 10.

These two sums should have been shown under "Postage" and not under "Miscellaneous charges."

(f) *Bill No. 134, dated 16th December 1909.*—Purchase of 1,500 copies of Clerks' mathematical and physical tables for Rs. 394-0-9.

Bill No. 182, dated 5th January 1910.—Supply of covers, etc., at a cost of Rs. 1,401-7-0.

There is nothing to show if the books and covers were received. A certificate should have been given at foot of the bill by the Registrar that the books, etc., had been received and entered in the stock book, so that the disposal of the copies and covers could be watched.

(g) *Bill No. 175, dated 22nd December 1909.*—University examination charges bill of the Madras Christian College—Postage charges As. 3-6.

Bill No. 183, dated 4th January 1910.—University examination charges bill of the Madras Christian College—Postage charges As. 4-6.

Bill No. 198, dated 11th January 1910.—University examination charges bill of the "Georgetown Convent"—Postage As. 14-0.

Bill No. 204, dated 13th January 1910.—University examination charges bill of the Presidency College—Postage As. 2-6.

Bill No. 256, dated 28th January 1910.—University examination charges bill of the Wesley College—Postage As. 5-0.

Bill No. 279, dated 5th March 1910.—University examination charges bill of Pachaiyappa's College—Postage on parcels Rs. 3-3-0.

Postage on letters Rs. 1-9-3.

In the above cases vouchers or accounts have not been furnished by the respective Chief Superintendents.

(h) *Travelling allowance bill of Mr. F. R. Sell, No. 215, dated 28th January 1910, Rs. 49-8-0.*—Mr. Sell left Bangalore on the 2nd December to attend a meeting of examiners on the 10th December 1909 in Madras, and returned to Bangalore leaving Madras on the 14th January 1910. He came to Madras seven days before the meeting and returned 35 days after the meeting. The rule says that travelling allowance to and from Madras will be paid to examiners resident in the mufassal who come to Madras for the purpose. In the circumstances, it can hardly be held that Mr. Sell came to Madras solely for the purpose of attending the meeting of examiners.

(i) *Bill No. 261, dated 31st January 1910—Money order commission Rs. 29-8-0.*—Postal receipts are not attached to the voucher in which the commission is charged but to the bill of the claimant to whom the money order was sent. It is desirable that the money order commission should be included in the bill to which it appertains.

(j) *Bill No. 263, dated 14th March 1910.*—Rs. 100 paid to Mr. R. Littlehailes for assisting the Registrar in packing examination papers for despatch to the various centres. In the absence of papers, it cannot be ascertained whether notice of this payment was communicated to the Collector of Income-tax, Madras, to enable him to recover income-tax on the amount from Mr. Littlehailes.

4. (ii) *Endowment Account.*—The balance Rs. 2,07,071-7-7 which stood at credit of this account at the beginning of the year was increased to Rs. 2,16,239-4-0 at its close. The invested amount as well as the balance in cash was examined with the Bank's certificate and pass book. The pass book shows an excess balance of Rs. 437 which represents the amount of uncashed cheques at the close of the year. An endowment of Rs. 2,000 was accepted from the Raja of Pithapuram in March 1910 for the purpose of founding a gold medal in memory of the late Sir V. Bashyam Aiyangar, Kt., B.A., B.L., C.I.E., to be awarded annually to the student who obtains the highest number of marks in Hindu Law among the successful candidates in the B.L. Degree Examination. The invested balance was held in the following form:—

	RS.
(1) Three and a half per cent. loan of 1842-43	1,000
(2) Do. do. of 1854-55	1,90,900
(3) Do. do. of 1865	10,600
(4) Three per cent. loan of 1896-97	3,900
(5) Six per cent. Madras Municipal debenture loan of 1885	1,500
Total	2,07,900

5. (iii) *Expenditure from Government grants.*—Two different accounts are maintained for grants received from Government according as they are made to meet (1) the travelling expenses of Fellows and the charges connected with the inspection of colleges and (2) the charges on account of vacation lectures. The balance at credit of the first-named account which stood at the beginning of the year at Rs. 4,554-12-3 rose to Rs. 14,545-10-11 at its close. The pass book, however, shows a deficit balance of Rs. 461-10-11 which is made up of an overdraft of Rs. 454-5-1 and Rs. 7-5-10, interest charged on the overdraft, but the latter was written back by the Bank on 14th April 1910. The difference between the Registrar's book and the pass book of the Bank is due to the cheque received from the Accountant-General on the 31st March 1910 in pursuance of G.O., No. 164, Educational, dated 28th March 1910, having been credited in the Bank pass book in April 1910.

6. (a) The travelling allowance bills of the Fellows attending the Senate, Syndicate or Committee meetings are not countersigned by any one, but the other travelling allowance bills are countersigned by the Chairman of the Board or the Chief Examiner. The claims of the Senate and the Syndicate members to travelling allowance have been admitted on the authority of the minutes of meetings wherein the names of Fellows present are entered. This record supplies the necessary information to admit the travelling allowance for the journey and the daily allowance for the days on which they attend the Senate or the Syndicate meeting. No records, however, were produced with which to verify the attendance at Committee meetings. As regards the daily allowance drawn for the days of detention, there seems to be nothing to guide the Registrar or the Auditor in dealing with claims. It is printed in the bill itself that a member is entitled to daily allowance for each day of detention in Madras if it appear to the Syndicate to be necessary. There is nothing in the bills produced for audit or other papers to show that the Syndicate considered the detention necessary or that it had any knowledge of the detentions in question. I would suggest that all bills wherein detention allowance is claimed should be countersigned by the Vice-Chancellor or some member of the Syndicate other than the claimant.

(b) There is nothing to show that the following payments were reported to the Collector of Income-tax for the recovery of income-tax on the remuneration granted for the inspection of colleges:—

Date.	Name.	Amount.
		RS.
18th May 1909	Dr. Henderson	200
22nd September 1909	The Rev. Mr. E. M. Macphail	200
1st December 1909	Mr. Dodwell	250
15th October 1909	Mr. S. Krishnaswami Aiyangar of Bangalore.	200

6. It would be convenient if a counterfoil book were maintained for this purpose. The foil being sent to the Collector of Income-tax after each payment and the counterfoil produced for check by the auditor.

7. The account of the grant sanctioned by Government for vacation lectures opened with a balance of Rs. 52,930-8-3 and closed with Rs. 46,518-15-8. The amount invested as well as the balance in cash of this account was examined with the Bank's certificate and the pass book respectively. The pass book shows an excess balance of Rs. 1,412-7-7, which represents the amount of uncashed cheques at the close of the year less As. 15-5, interest charged by the Bank on overdrafts which was, however, written back on the 14th April 1910.

8. (a) Certificates required under article 74 of the Civil Service Regulations have not been furnished for payments made to the mechanic, the attender and the other members of the inferior establishment of the Presidency College for services rendered in connection with the vacation lectures held at the Presidency College.

(b) The bills of the S.P.C.K. Press on account of stationery used in printing the vacation lectures and the overtime fees claimed in connection therewith have not been countersigned by the Superintendent, Government Press.

ENCLOSURES.

A

ABSTRACT of receipts and charges of the University Fee Fund of Madras for the year ended 31st March 1910.

						Amount.		
						RS	A.	P.
<i>Receipts.</i>								
Fees from candidates	..	..	..	..	..	2,45,982	0	0
Fees for copies of documents	..	..	..	..	..	33	0	0
Other fees	..	..	..	..	..	1,527 429	13	0
							0	0
Sale-proceeds of University publications, calendars, Matriculation text-books and Convocation addresses.						11,870	8	1
Fees for changing names	..	..	..	..	..	65	4	0
Interest realized on Government securities				..	..	21,994	14	0
Total						2,81,902	7	1

Charges.

Salary of the Registrar and his establishment		20,388	6	11
Fees to examiners—				
For the past year		1,16,249	14	6
For the current year		74,620	0	0
Remuneration to Superintendents and stipends to Chairmen.		8,437	8	0
Remuneration to editors of text-books		900	0	0
Postage and telegraph charges		2,028	8	0
Municipal taxes		2,138	0	0
Repairs to the Senate House by the Public Works Department.		1,673	6	11
Contingent charges at Madras		44,590	9	6
" districts		2,900	3	9
Refund of fees		90	0	0
Contribution to the vacation lectures accounts		1,700	0	0

Total ..	2,75,716	9	7
Surplus ..	6,185	13	6

Statement of Balances.

	Government securities.	Cash.
	RS.	RS. A. P.
Opening balance on the 1st April 1909 ..	6,30,000	1,68,463 12 4
Add surplus of the year ..		6,185 13 6
Balance on the 31st March 1910 ..	6,30,000	1,74,649 9 10

B

STATEMENT showing the number of candidates for the different examinations from whom fees were collected in 1909-1910 and the remuneration due to Examiners.

	Number of candidates.	Fees recovered.	Total.	Remuneration to Examiners			Excess or deficiency of fees.
				Paid in 1909-10.	Not paid in 1909-10.	Total.	
Arts.							
Matriculation	7,510	Rs. 90,120	Rs. ..	Rs. 17,583	Rs. 14,997 8 0	Rs. 32,580 8 0	Rs. 57,539 8 0
First Examination in Arts ..	2,677	64,248	..	14,057	15,620 8 0	29,677 8 0	34,570 8 0
B.A. (English Language Division).	1,540	18,480	}	19,784	16,726 0 0	36,510 0 0	10,296 0 0
B.A. (Second Language Division).	1,004	6,024					
B.A. (Science Language Division).	1,239	22,302					
M.A. Degree Examination ..	69	2,450	2,04,624	6,024	7,386 0 0	13,410 0 0	— 9,960 0 0
Teaching.							
L.T. Degree Examination ..	112	3,360	}	938	3,494 0 0	4,432 0 0	— 352 0 0
L.T. Theoretical	13	195					
L.T. Practical	35	525					
Tabulation charges for the above examinations.	..	..	4,080	750	1,955 0 0	2,705 0 0	— 2,705 0 0
Law.							
First Examination in Law ..	452	13,560	}	..	..	..	..
B.L. Degree Examination ..	415	12,450		..	..	..	..
M.L. do.	17	1,700		..	..	..	..
LL.D. do.	1	100		..	..	..	..
Medicine.			27,810		12,277 10 8	12,277 10 8	15,532 5 4
First L.M. & S. Examination.	54	1,296	..	..	..	..	..
Second L.M. & S. Examination.	45	1,620	..	..	..	..	..
Final L.M. & S. Examination.	22	792	..	..	..	..	..
First M.B. & C.M. Examination.	55	1,100	..	..	..	..	..
Second M.B. & C.M. Examination.	35	1,050	..	..	..	..	..
Third M.B. & C.M. Examination.	27	1,080	..	..	..	..	..
Final M.B. & C.M. Examination.	22	1,100	..	..	..	..	..
L.S.C. Degree Examination ..	1	40	8,078	..	20,002 0 0	20,002 0 0	— 11,924 0
Engineering.							
First Examination, Engineering.	35	700	..	..	..	..	..
B.C. Degree Examination ..	23	690	1,390	..	3,745 0 0	3,745 0 0	— 2,355 0 0
Total ..	15,403	2,45,982	2,45,982	59,136	96,203 10 8	1,55,339 10 8	90,642 5 4

* As the examinations were conducted in the early part of 1910-11, no remuneration on account of the Law, Medical and Engineering examinations become payable in 1909-1910.

C

STATEMENT showing the number of books published by the University of Madras during 1909-1910, the number sold, the number distributed gratis and the balance in stock on 1st April 1910.

	Matriculation text-books of 1911.	Calendar 1910.					Convocation addresses of 1909.	Matriculation syllabus.
		Volume I.	Volume II.	Volume III.	Volumes I and II.	Full.		
Balance on the 1st April 1909..	1,868	24	60	48	5	..	..	1,044
Number printed	28,500	600	350	525	145	..	200	5,000
Total ..	30,368	624	410	573	150	..	200	6,044
Sold up to 31st March 1910, old stock.	732	* 20	* 21	24	5	..	..	..
New stock	23,281	123	94	177	38	..	2	2,247
Issued gratis up to 31st March 1910, old stock.	6	4	5	11	..	..	..	..
New stock	6	276	256	313	57	..	146	1
Returned to the Registrar by the S.P.C.K. Press.	1,130	..	34	13	..	..	52	..
Total ..	25,155	423	410	538	150	..	200	2,248
Balance with the S.P.C.K. Press.	5,213	201	..	35	..	..	..	3,796

* One copy of each sold at half price.

D

ABSTRACT of the University Endowment Account for the Year ending 31st March 1910.

	Government securities.	Cash.	Total.
Balance on the 1st April 1909	RS. 2,01,100	RS. A. P. 5,971 7 7	RS. A. P. 2,07,071 7 7
<i>Receipts.</i>			
Interest realized on Government securities	..	7,147 5 4	7,147 5 4
Cash received	..	6,600 0 0	6,600 0 0
Government securities purchased, nominal value ..	6,800	..	6,800 0 0
Total ..	6,800	13,747 5 4	20,547 5 4
Grand Total ..	2,07,900	19,718 12 11	2,27,618 12 11
<i>Charges.</i>			
Scholarships, etc., paid	..	4,893 8 6	4,893 8 6
Cost of Government securities purchased	..	6,478 10 5	6,478 10 5
Miscellaneous	..	7 6 0	7 6 0
Total ..	..	11,379 8 11	11,379 8 11
Balance on the 31st March 1910	2,07,900	8,339 4 0	2,16,239 4 0

E

ABSTRACT of receipts, charges and balance of the amounts contributed by Government on account of travelling allowance of Fellows and inspection of colleges for the year ending 31st March 1910.

	Cash.	Total.
	RS. A. P.	RS. A. P.
Opening balance on the 1st April 1909 ..	4,554 12 3	4,554 12 3
<i>Receipts.</i>		
Add amount sanctioned by Government in G.O., No. 164, Educational, dated 28th March 1910.	15,000 0 0	15,000 0 0
Amount recovered from a clerk on account of overpayment.	50 0 0	50 0 0
Total ..	15,050 0 0	15,050 0 0
Grand Total ..	19,604 12 3	19,604 12 3
<i>Charges.</i>		
Amount paid on account of travelling allowances of Fellows.	3,800 12 0	3,800 12 0
Amount paid on account of inspection of colleges.	1,256 8 0	1,256 8 0
Interest charged on overdraft up to 31st December 1909.	1 13 4	1 13 4
Total ..	5,059 1 4	5,059 1 4
Balance on the 31st March 1910 ..	14,545 10 11	14,545 10 11

F

ABSTRACT of receipts, charges and balance of the grants sanctioned by Government for vacation lectures.

	Government securities.	Cash.	Total.
Balance on the 1st April 1909	RS. 52,500	RS. A. P. 430 8 3	RS. A. P. 52,930 8 3
<i>Receipts.</i>			
Interest realized on Government securities	..	1,832 14 6	1,832 14 6
Amount transferred from the University Fee Fund as sanctioned in G.O., Mis. No. 287, Educational, dated 14th May 1909.	..	1,700 0 0	1,700 0 0
Amount realized from the sale of Government paper to the nominal value of Rs. 7,000.	..	6,615 8 1	6,615 8 1
Miscellaneous	..	6 0 0	6 0 0
Total ..	..	10,154 6 7	10,154 6 7
Grand Total ..	52,500	10,584 14 10	63,084 14 10
<i>Charges.</i>			
Sale of Government paper	7,000	..	7,000 0 0
Cost of cheque book, etc.	..	4 2 0	4 2 0
Remuneration to lecturers and assistant lecturers, their travelling allowance and contingent charges.	..	9,561 13 2	9,561 13 2
Total ..	7,000	9,565 15 2	16,565 15 2
Balance on the 31st March 1910 ..	45,500	1,018 15 8	46,518 15 8

Order—No. 195, Educational, dated 4th April 1911.

The report will be communicated to the Syndicate of the Madras University whose attention will be drawn to the remarks of the Auditor in paragraphs 6 and 8 of the report.

2. With reference to paragraph 3, the Syndicate is requested to state whether it has any objection to the bills therein referred to being countersigned by the Superintendent, Government Press, as suggested by the Accountant-General.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Registrar, Madras University.
,, Director of Public Instruction.
,, Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 195, EDUCATIONAL, DATED
4TH APRIL 1911.

[SUBJECT.—*Report on the audit of the accounts of the University of Madras.*]

From the Accountant-General, dated 22nd March 1911, No. O.A. 9/183.

A draft order communicating the report to the Syndicate of the University of Madras is submitted for approval. The attention of the Syndicate may be drawn to the remarks of the auditor in paragraphs 3, 6 and 8 of the report.

S.K.—3-4-11.

K. RANGASWAMI AIYANGAR—3-4-11.

Issue.

G. F. PADDISON—4-4-11.

[G.O., No. 195, Educational, dated 4th April 1911.]

Educational DEPARTMENT.

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

” ” ” ” ” ” 190 .

READ ALSO:—

C. No. 673, From the Ag., No. 0.47-B, dated 22. 3. 1961

[illegible][illegible]

ORDER.

D. S.

No. 195, dated 4. 4. 1901

The report will be communicated to the Syndicate of the Madras University whose attention will be drawn to the remarks of the auditor in paragraphs ~~a~~, b, and c of the report.

OK
3. 6. 11

lit. ref. to paragraph 3 to

A.D. Lyman is requested to state
3. 4. 11

whether it has any objection to
this ^{third} ~~first~~ being conclusive p. to Sub.

For view as suggested to A.G.

The Registrar, Madras University
 " D.P.S.V.
 " A.G. ✓

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..

G.O., No. 195, dated 5.4.1911, 1911.

Number of MS. pages sent

Correspondence including order or orders

Notes

Docket. University of Madras

Communicating to the Registrar of the report of the accounts of the University for the year ending

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

3/8 March 1910.

Complete Correspondence and orders.

Notes

FOR RECORD.*

Madras Records ... 30 15

Ooty Records ... 3 3

For filing with original ... 1 1

Total ... 34 19

FOR ISSUE.†

Signature copies

India Office ... 5

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 ... 10

The Collector of ...

The P. D. B. ... 5

The. Rep. in. h. ...

The. ...

The. ...

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Total ...

* Copies distributed on (Press Clerk.)

† Copies distributed on (Despatcher.)

* To be initialed and dated.

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, 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.