

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

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G.O., No. 443, 5th July 1911.

Brecks' Memorial School, Ootacamund.

Stating that the Government agree with the Director of Public Instruction in considering that the continuance of the — on its present lines is no longer necessary.

BACK PAPERS.

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

FURTHER PAPERS

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

Government of Madras.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Official Memorandum No. 2516-2, Educational, dated 9th January 1911.

The Director of Public Instruction is requested to submit a full report as to the advisability of continuing the Breeks' Memorial school, Ootacamund, on its present basis. The report should be submitted by the end of May next so as to enable the Government to decide whether the school should be continued after the ensuing summer holidays.

C. A. INNES,
Deputy Secretary to Government.

To the Director of Public Instruction.

II

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., Acting Director of Public Instruction, Madras.

To—the Secretary to Government, Educational department.

Dated—the 8th June 1911.

No.—Ref. on Cur. 218/11.

With reference to Government Memorandum No. 2516-2, Educational, dated 9th January 1911, I have the honour to submit the following report on the advisability of continuing the Breeks' Memorial school, Ootacamund, on its present basis.

2. In tracing the history of the institution, there appears to be no need for any further reference to the period prior to 1905, the year in which the school was taken over by Government, except to recall that the school was at that time in a state of financial instability and threatened to become, and indeed would have become, extinct had not Government intervened first with an advance of Rs. 500 and afterwards by a special concession of giving half-salary grants on account of all the certificated teachers on the staff of the school, and finally by taking over the whole school with its liabilities, placing it under the Educational department and making its cost a charge on Provincial funds.

3. The appended tabular statements A to G give the receipts, charges, excess of charges over receipts, number of pupils on the rolls and the cost to the State for educating each pupil per mensem and per annum, for each month from the beginning of 1906 to the end of 1910; they require very little, if any, elucidation and summarize concisely the main outstanding facts regarding this school. These statements indicate that the maximum number of pupils that the school ever had on the rolls was 34 in March and September 1909, but that the average monthly maximum over the five years is in July and amounts to 28.4. If we exclude January when the school is closed for the Christmas vacation, we find that the average monthly attendance

gradually rises from 19.8 in February to a maximum of 28.4 in July and then diminishes again to 22.4 in December. The best average attendance throughout the year was in 1909, there being a gradual increase of scholars up to that year which seems to have been the red-letter year of the school; but, since then, the attendance is gradually decreasing again. The present strength is 25 and there are boys in the eighth and first standards.

In this connection may be quoted Mr. Middlemast's remarks in his report on the inspection of the school in 1910—"The strength has fallen by the withdrawal of certain pupils of the poorer classes in anticipation of an increase of fees. I have found some, at any rate, of these reading in another school at Ootacamund,—'St. Agnes'—which provides a suitable education for them and is by no means over-filled, and I do not think that their withdrawal has affected the total strength of European schools in the locality. Their place, however, has not yet been filled by other pupils and it remains to be seen whether such will be found. Another circumstance which impairs the efficiency of the school is that an appreciable portion of the pupils attend only for a few months of the year during which their parents are temporary inhabitants of the station."

4. Financially the state of affairs is equally unsatisfactory. The average cost per mensem to the State for each pupil educated is about Rs. 27-5-6, the average being taken over the past five years of the history of the school, but varying from Rupees 21-6-7 in 1908 to Rs. 39-7-8 in 1910. A statement showing the total cost of educating each pupil in this school as compared with that in St. Joseph's school, Coonoor, and in Stanes' High schools at Coonoor and Coimbatore, is also enclosed (table H). This statement includes the income from general revenues, fees, endowments, etc. Taking the actual cost into account the education offered at the Breeks' school should be almost twice as valuable as that offered at St. Joseph's High school at Coonoor, more than twice as valuable as that offered at the Stanes' High school, Coimbatore, and considerably more than three times as valuable as that offered at the Stanes' High school at Coonoor, but such is obviously not the case.

5. These figures indicate that in Ootacamund there is no demand for a large European school run on the lines of this school and that the cost to Government of educating these children is not justifiable in view of the other ways in which this large annual expenditure might be spent on European education.

6. When I was consulted in 1904 as to the prospects of a successful European school of a high class at Ootacamund, I found that an impression prevailed in some quarters that there was a considerable European population on the Nilgiris that would send boys to it, but I was never able to obtain any facts in support of this impression and therefore reported against the project. Dr. Bourne was also convinced of its futility. Experience has proved not only the absence of any large demand in the Nilgiris for such a school but that it offers little attraction to parents elsewhere.

7. Breeks' Memorial school is too small to allow the advantage of a public school life. Mr. Mayhew remarked in 1909—"The pupils vary so much in age and ability that the headmaster cannot do much more than endeavour to prepare them individually for examination purposes. The headmaster would probably agree with me that his work at present resembles that of a private tutor more than that of a headmaster. Systematic organization of school and class work so as to ensure a sound general education and not merely preparations for examinations is almost impossible." The advantages of a public school life are, however, to some extent obtainable in Coonoor, in Coimbatore, and in at least three schools in Bangalore—all good stations in the south of India, and in Vizagapatam in the north of this Presidency.

8. The completion of the Nilgiri railway might have been expected to increase the popularity of the school but it has not done so. It is quite possible, indeed, that it will rather tend to draw away boys from Ootacamund to European schools elsewhere. Improved communications with Europe also make it more and more unlikely that even comparatively poor European parents will send their boys to Breeks' rather than home.

9. The only source of income to the school is the school fees which average less than Rs. 80 per mensem. The chief items of expenditure are (1) salaries and establishment charges amounting at the present time to more than Rs. 800 per mensem,

(2) house-rent Rs. 60 *per mensem* and (3) special boarding grant Rs. 150 *per mensem*. It is also to be noted that Government pays no rent for the building, and to the expenditure entered in the appended tables should be added a certain amount for depreciation of both buildings and furniture.

10. The only feature of the education imparted in this school which is different from that imparted in other European schools in the South of India is the omission of any religious instruction, and the Inspector of European and Training schools states that he has been led to believe that some parents do not consider such an omission favourably.

11. In view of the facts and figures set forth above, I do not recommend the continuance of the school on its present lines and Mr. Littlehailes is also of the same opinion.

ENCLOSURE A.

1906.

Number.	Month.	Receipts.	Charges.	Excess of charges over receipts.	Number on rolls.	Cost to the State for educating each child.
		RS. A. P.	RS. A. P.	RS. A. P.		RS. A. P.
1	January					
2	February		246 4 2	246 4 2		
3	March	57 1 8	418 0 0	360 14 4	8	45 1 10
4	April	41 8 8	432 8 0	390 15 4	10	39 1 6
5	May	60 0 0	418 0 0	358 0 0	15	23 13 10
6	June	69 0 0	606 1 9	537 1 9	19	28 4 4
7	July	93 0 0	589 9 0	476 9 0	22	21 10 7
8	August	109 0 0	558 10 0	449 10 0	25	17 15 9
9	September	72 0 0	637 6 0	565 6 0	21	26 14 9
10	October	77 0 0	540 2 0	463 2 0	21	22 0 10
11	November	47 0 0	598 8 0	551 8 0	15	36 12 3
12	December	27 0 0	547 0 0	520 0 0	15	34 10 8
	Total ..	652 10 4	5,572 0 11	4,919 6 7	12)171 14-25	..

Rs. 28-12-3-55 per child per month.

Rs. 345-3-6-6 per child per year.

ENCLOSURE B.

1907.

Number.	Month.	Receipts.	Charges.	Excess of charges over receipts.	Number on rolls.	Cost to the State for educating each child.
		RS. A. P.	RS. A. P.	RS. A. P.		RS. A. P.
1	January	27 0 0	537 14 0	510 14 0		
2	February	12 0 0	537 14 0	525 14 0	20	26 4 8
3	March	44 0 0	710 7 0	666 7 0	27	24 10 11
4	April	133 0 0	537 14 0	404 14 0	26	15 9 2
5	May	107 0 0	537 14 0	430 14 0	30	14 5 10
6	June	77 0 0	563 1 0	486 1 0	28	17 5 9
7	July	88 0 0	856 7 4	768 7 4	29	26 8 0
8	August	98 0 0	552 10 0	454 10 0	26	17 7 9
9	September	75 0 0	581 0 6	506 0 6	24	21 1 4
10	October	92 0 0	581 7 0	489 7 0	25	19 9 3
11	November	77 0 0	645 14 0	568 14 0	23	24 11 9
12	December	73 0 0	580 4 0	507 4 0	23	22 0 0
	Total ..	903 0 0	7,222 10 10	6,319 10 10	12)281 23-4	..

Rs. 22-7-10 per month.

Rs. 269-14-0 per year.

ENCLOSURE C.

1908.

Number.	Month.	Receipts.	Charges.	Excess of charges over receipts.	Number on rolls.	Cost to the State for educating each child.
		RS. A. P.	RS. A. P.	RS. A. P.		RS. A. P.
1	January		562 14 0	562 14 0	6	93 13 0
2	February	37 0 0	562 14 0	525 14 0	22	23 14 5
3	March	118 0 0	698 13 0	580 13 0	25	23 3 9
4	April	110 0 0	603 0 0	493 0 0	28	17 9 9
5	May	100 0 0	607 0 0	507 0 0	28	18 1 9
6	June	99 0 0	619 5 0	520 5 0	28	18 9 4
7	July	99 0 0	623 13 11	524 13 11	29	18 1 7
8	August	88 0 0	647 7 0	559 7 0	28	19 15 8
9	September	93 0 0	632 0 0	539 0 0	28	19 4 0
10	October	95 0 0	526 0 0	531 0 0	28	18 15 5
11	November	78 0 0	638 0 0	560 0 0	25	22 6 5
12	December	85 0 0	605 0 0	520 0 0	25	20 12 10
	Total ..	1,002 0 0	7,426 2 11	6,424 2 11	12)300 25-0	..

Rs. 21-6-7 per month.

Rs. 256-15-0 per year.

ENCLOSURE D.

1909.

Number.	Month.	Receipts.	Charges.	Excess of charges over receipts.	Number on rolls.	Cost to the State for educating each child.
		RS. A. P.	RS. A. P.	RS. A. P.		RS. A. P.
1	January	21 0 0	647 6 4	626 6 4	11	56 15 1
2	February	68 0 0	632 0 0	564 0 0	32	17 10 0
3	March	66 0 0	657 8 0	591 8 0	34	17 6 4
4	April	51 0 0	632 0 0	581 0 0	33	17 9 8
5	May	63 0 0	718 11 0	655 11 0	31	21 2 5
6	June	101 0 0	632 0 0	531 0 0	33	16 1 5
7	July	119 0 0	632 0 0	513 0 0	33	15 8 9
8	August	111 0 0	632 0 0	521 0 0	33	15 12 7
9	September	106 0 0	2,582 0 0	2,476 0 0	34	72 13 2
10	October	108 0 0	782 0 0	674 0 0	33	20 6 9
11	November	339 0 0	782 0 0	443 0 0	28	15 13 2
12	December	90 0 0	799 12 0	709 12 0	27	26 4 7
	Total ..	1,243 0 0	10,129 5 4	8,886 5 4	12)362 30-2	..

Rs. 24-8-9 per month.

Rs. 294-9-0 per year.

ENCLOSURE E.

1910.

Number.	Month.	Receipts.	Charges.	Excess of charges over receipts.	Number on rolls.	Cost to the State for educating each child.
		RS. A. P.	RS. A. P.	RS. A. P.		RS. A. P.
1	January		1,007 13 10	1,007 13 10	7	143 15 8
2	February	59 0 0	982 0 0	923 0 0	25	36 14 9
3	March	146 0 0	1,069 1 0	923 1 0	24	38 7 5
4	April	86 0 0	982 0 0	896 0 0	27	33 3 0
5	May	93 3 0	982 0 0	888 13 0	28	31 11 11
6	June	104 2 0	1,300 12 0	1,196 10 0	30	39 14 2
7	July	91 0 0	1,035 2 0	944 2 0	29	32 8 11
8	August	91 0 0	1,080 3 6	989 3 6	27	36 10 2
9	September	87 0 0	1,035 2 0	948 2 0	26	36 7 6
10	October	87 0 0	1,057 1 0	970 1 0	26	37 5 0
11	November	77 0 0	1,035 2 0	958 2 0	23	41 10 6
12	December	73 0 0	1,035 2 0	962 2 0	22	43 11 9
	Total ..	994 5 0	12,601 7 4	11,607 2 4	12)294 24-4	..

Rs. 39-7-8 per month.

Rs. 473-12-0 per year.

ENCLOSURE F.

Totals 1906-1910.

Year.	Receipts.	Charges.	Excess of charges over receipts.	Total number on the rolls during the year.	Average number for each month on the rolls during the year.	Cost to the State for educating each child per month.	Cost to the State for educating each child per year.
	RS. A. P.	RS. A. P.	RS. A. P.			RS. A. P.	RS. A. P.
1906	652 10 4	5,572 0 11	4,919 6 7	171	14.25	28 12 3.55	345 3 6.6
1907	903 0 0	7,222 10 10	6,319 10 10	281	23.4	23 7 10	269 14 0
1908	1,002 0 0	7,426 2 11	6,424 2 11	300	25.0	21 6 7	256 15 0
1909	1,243 0 0	10,129 5 4	8,886 5 4	362	30.2	24 8 9	294 9 0
1910	994 5 0	12,601 7 4	11,607 2 4	294	24.5	39 7 8	473 12 0
Total	4,794 15 4	42,951 11 4	38,156 12 0	1,408	117.3	136 11 1.55	1,640 5 6.6
Average	958 15 10	8,590 5 6	7,631 5 7	282	23.46	27 5 5.11 About 27 5 6	328 1 1.32

ENCLOSURE G.

NUMBER of pupils on rolls at the end of month.

Number.	Month.	Year.					Total.	Average.
		1906.	1907.	1908.	1909.	1910.		
1	January	..	..	6	11	7	24	4.8
2	February	..	20	22	32	25	99	19.8
3	March	8	27	25	34	24	118	23.6
4	April	10	26	28	33	27	124	24.8
5	May	15	30	28	31	28	132	26.4
6	June	19	28	28	33	30	138	27.6
7	July	22	29	29	33	29	142	28.4
8	August	25	26	28	33	27	139	27.8
9	September	21	24	28	34	25	133	26.6
10	October	21	25	28	33	26	133	26.6
11	November	15	23	25	28	23	114	22.8
12	December	15	23	25	27	22	112	22.4
	Total	171	281	300	362	294	..	..
	Average	14.25	23.4	25.0	30.2	24.5	..	..

ENCLOSURE H.

STATEMENT showing the comparative cost of educating each child in the Breeks' Memorial school and in the important schools in Coonoor and Coimbatore.

Number.	School.	Average number on the rolls.	Total expenditure.	Cost of educating each pupil.
			RS.	RS.
1	Breeks' Memorial school, Ootacamund	25	8,275	331
2	St. Joseph's High school, Coonoor	96	16,613	173
3	Stanes' High school, Coonoor	68	6,645	98
4	Do. Coimbatore	110	13,788	125

Order—No. 443, Educational, dated 5th July 1911.

The Government agree with the Director of Public Instruction in considering that the continuance of the Breeks' Memorial school on its present lines is no longer necessary or justifiable. The Director will accordingly be requested to report the earliest date at which the school can be closed and to state whether he considers the building a suitable location for the municipal lower secondary school.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
,, Collector of the Nilgiris.
Editors' Table.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 443, EDUCATIONAL, DATED
5TH JULY 1911.

[SUBJECT.—*Continuance of the Breeks' Memorial School, Ootacamund.*]

Previous papers :

G.O., No. 689, Educational, dated	27th November 1901.
" " 388 " "	25th June 1904.
" " 686 " "	22nd November "
" " 227 " "	8th April 1905.
" " 346 " "	22nd May "
" " 683 " "	24th October "
" " 260 " "	3rd May 1907.
" " 533 " "	23rd September 1909.
" " 767 " "	28th December 1910.
" " 11 " "	6th January 1911.
" " 332 W. " "	3rd March "
" " 292, Educational, " "	18th May "

From the Director of Public Instruction, No. 218, dated 8th June 1911.

In order to understand the position clearly it seems necessary to give briefly the previous history of this school. In or about the year 1872 a fund was raised by public subscriptions to perpetuate the memory of Mr. Breeks, the first Commissioner of the Nilgiris, and it was resolved to found a school. A school building was accordingly constructed with the subscriptions raised and with grants from the Government and the municipality. In 1874 the school was vested in four trustees and the trust deed then executed states that the school was formed "for the purpose of educating the children of the poorer European and East Indian and the more

"respectable native inhabitants of the place (Ootacamund) to perpetuate the memory of the late James Wilkinson Breeks of the Madras Civil Service, etc." This trust deed deals also with the transfer by the Chaplain and Lay Trustees of St. Stephens' Church of a certain church property to the trustees of the Breeks' Memorial School. This property was transferred for the benefit of the Breeks' Memorial School subject to certain conditions and subject to the right of the Lay Trustees to resume the property if the said conditions were not observed. One of the conditions of the transfer was that the school should be daily opened with prayer to be followed immediately by religious instruction at both of which all children of Protestant Christian parentage should be required to attend. In 1901 the St. Stephens' Church Committee resumed the church property above referred to on the ground that the condition relating to daily religious instruction

Mr. Butterworth's letter on pages 28 *et. seq.* of the collection of papers relating to the Breeks' Memorial School and Mr. Mullaly's letter in G.O., No. 388, Educational, dated 25th June 1904.

accordingly constructed with the subscriptions raised and with grants from the Government and the municipality. In 1874 the school was vested in four trustees and the trust deed then executed states that the school was formed "for the purpose of

Page 1 of the collection.

Clause (4) of the Proceedings of the Church Committee on page 4 of the collection.

Paragraph 4 of Mr. Mullaly's letter in G.O., No. 689, Educational, dated 27th November 1901.

had not been fulfilled. As a result of this, the income of the Breeks' Memorial School decreased and the trustees found it impossible with the diminished income to maintain the school; and they resolved to close it from the 1st July 1904, unless the Government provided funds for the payment of arrears due and for the future working of the school.

2. The Government were of opinion that it was undesirable to close the school and as the trustees had come to the conclusion that it was impossible to carry on the school in a satisfactory manner in accordance with the terms of the trust; they (the Government) decided that the trustees should make an application under the Charitable Endowments Act for the purpose of vesting the property in the Treasurer of Charitable Endowments and for settling a scheme for the future administration of the trust. The property subject to the trust consisted solely of the school building and the Government came to the conclusion that the scheme best suited to remove the difficulties connected with the maintenance of the Breeks' Memorial School was to reserve it for the purposes of a school for Europeans and Eurasians only and to provide at Government expense a suitable building for a lower secondary school for natives—*vide* G.O., No. 686, Educational, dated 22nd November 1904.

3. The trustees having submitted the required application, a scheme for the administration of the school was drafted by the Government Solicitor and published in the *Fort St. George Gazette* of the 11th April 1905, with the intimation that it would be taken into consideration on or after the 15th May 1905, and that remarks and suggestions on the scheme or for any alteration therein should be submitted to Government before that date. The scheme provided for the Breeks' Memorial School being maintained by the Director of Public Instruction as a school for the children of Europeans and Eurasians only and for the establishment of another school or schools for the education of the children of the more respectable native inhabitants of Ootacamund—*vide* G.O., No. 227, Educational, dated 8th April 1905.

4. Fakir Muhammad Sait and others submitted a memorial on the 15th May 1905 objecting to the scheme. Their objections were briefly as follows:—

(1) That the funds for the Breeks' Memorial School were provided out of subscriptions raised from Europeans and natives alike;

(2) that the proposed scheme of management for the school introduced a racial question and left the natives out in the cold;

(3) that the natives then studying in the Breeks' school would be driven to mission schools; and

(4) that had the trustees done their duty, ample funds would have been available for the maintenance of the school.

The Government considered that there was no proposal to drive the natives into the mission schools; that the school which it was proposed to open under the management of the municipality would meet all the reasonable requirements of the natives and that there was no choice between closing the Breeks' Memorial School altogether or so varying the trust as to make it applicable to Europeans only. They accordingly sanctioned the scheme—*vide* G.O., No. 346, Educational, dated 22nd May 1905.

5. The school is now maintained as a Government institution with the following staff:—

G.O., No. 683, Educational, dated 24th October 1905.
Page 4 of G.O., No. 11, Educational, dated 6th January 1911.

	Pay.
1 Headmaster (Provincial Educational Service) ...	Rs. 450
House allowance ...	60
1 Temporary assistant ...	200
1 Assistant ...	75
1 Drill Instructor ...	50
1 Drawing Master ...	25
1 peon ...	8
1 sweeper and night watchman ...	8
Total ...	876

A special grant of Rs. 150 *per mensem* is also paid by Government in aid of the boarding house maintained in connection with the school. The school is thus maintained at a monthly cost of Rs. 946 to Government excluding petty contingent charges and deducting Rs. 80, receipts from fees.

6. The Director of Public Instruction does not recommend the continuance of the school on its present lines; he does not however say what should be done with it.

T.K.—19-6-11.

Please see the notes and orders with G.O., No. 767, Educational, dated 28th December 1910, especially the Honourable Member's remark on page 7; also the Honourable Member's remarks on page 4 of the notes with G.O., No. 11, Educational, dated 6th January 1911, and G.O., No. 292, Educational, dated 18th May 1911, in which he observed that the Breeks' Memorial School would have to be closed before long. The

Paragraph 5 of his letter, pages 4 and 5. Hon'ble Mr. Stone has in his current letter shown beyond doubt that there is no demand at Ootacamund for a large European school run on the lines of this school and that the cost to Government of educating these children "is not justifiable in view of the other ways in which this large annual expenditure might be spent on European education". Mr. Stone therefore says that he does not recommend the continuance of the school on its present lines and that Mr. Littlehales is also of the same opinion. In these circumstances, it is for consideration whether the Breeks' Memorial School, which under the scheme approved in G.O., No. 346, Educational, dated 22nd May 1905, was to be maintained as "a school for the children of Europeans and East Indians only of all classes and conditions and wheresoever resident," may be closed.

2. If the above question is decided in the affirmative, then it will be necessary to modify the scheme of management sanctioned in G.O., No. 346, Educational, dated 22nd May 1905. This raises the further question as to the disposal of the building, which was vested in the Treasurer of Charitable Endowments under sections 4 and 5 of the Charitable Endowments Act, 1890, in trust for the administration of the Breeks' school on its present lines. When this school was transformed in 1905 into a school for Europeans and Eurasians only, the Government sanctioned the opening of a secondary school under the management of the local municipal council, for the education of the children of the better class of native inhabitants of Ootacamund and in order to carry out the object of the trust which in its inception was intended to give the benefit of the building also for the better class of natives, they undertook to provide at State expense, a suitable building for the municipal secondary school. This school is now held in a rented building and plans and estimate for the construction of a new building at an estimated cost of Rs. 23,195 (including Rs. 1,490 for site) have been sanctioned in G.O., No. 332 W., dated 3rd March 1911. The work of constructing the building has not yet been begun apparently, and it is for consideration whether in the event of the Breeks' school being closed as a school exclusively intended for Europeans and Eurasians the terms of the scheme sanctioned in G.O., No. 346, Educational, dated

Education DEPARTMENT.

LD.
5.7.11

To The D.O.G. ✓ Sept 5. 7. 11
Clerk of the Nilgris

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EDUCATIONAL DEPARTMENT.

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Docket. *Breco's Memorial School*
otacamund

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agree with the D.P.I. in Consi-
dering that the continuance of the
in its present lines is no longer nec-

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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.
- (c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.
- (d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.
- (e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

- (a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.
- (b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.
- (c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.
- (d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.
- (e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

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

A	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.
.....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.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

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

First copy sent to Press.

Returned for signature.

Despatched in Print

READ AGAIN G.O., No. 191

DATED

NUMBER OF COPIES REQUIRED. { Order complete.
Letter only.
Order complete with Letter.

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BRING WHAT FOR DESPATCH IN ORIGINAL.

N.B.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.